

## Application for Enrolment

## Fee for Service (International student) 2018

(This form should only be completed by overseas students on a student visa or overseas students intending to study in Australia on a student visa)

## PART A—COURSE SELECTION

Tick	CRICOS Code	Qualification	CRICOS Duration*	Tuition Duration	Weeks Per Study Period**	Tuition Fees	Non-Tuition Fees^	Course Fees***
<input type="checkbox"/>	097861G	English for Academic Purposes (EAP Intermediate)	28 Weeks	26 Weeks	26 Weeks	\$266/week	\$128/5 weeks	
<input type="checkbox"/>	097860J	General English (Beginner to Advanced)	72 Weeks	60 Weeks	10 Weeks	\$220/week	\$145/level	
<input type="checkbox"/>	086820G	Certificate III in Business (BSB30115)	18 weeks	16 weeks	16 weeks	\$3,999	\$0	\$3,999
<input type="checkbox"/>	086903E	Certificate IV in Business (BSB40215)	28 weeks	22 weeks	22 weeks	\$5,500	\$0	\$5,500
<input type="checkbox"/>	087170G	Diploma of Business (BSB50215)	38 weeks	30 weeks	15 weeks	\$10,550	\$0	\$10,550
<input type="checkbox"/>	087465C	Advanced Diploma of Business (BSB60215)	45 weeks	35 weeks	18 weeks	\$9,000	\$0	\$9,000
<input type="checkbox"/>		<b>Course Package 1—Certificate IV + Diploma of Business</b>						
<input type="checkbox"/>		<b>Course Package 2—Certificate III + Certificate IV + Diploma of Business</b>						
<input type="checkbox"/>		<b>Course Package 3—Certificate III + Certificate IV + Diploma + Advanced Diploma of Business</b>						
<input type="checkbox"/>	086425G	Certificate III in Accounts Administration (FNS30315)	28 weeks	20 weeks	20 weeks	\$3,999	\$0	\$3,999
<input type="checkbox"/>	091796E	Certificate IV in Accounting (FNS40615)	50 weeks	40 weeks	20 weeks	\$9,000	\$0	\$9,000
<input type="checkbox"/>	091797D	Diploma of Accounting (FNS50215)	41 weeks	31 weeks	16 weeks	\$9,000	\$0	\$9,000
<input type="checkbox"/>	091816F	Advanced Diploma of Accounting (FNS60215)	53 weeks	43 weeks	22 weeks	\$10,500	\$0	\$10,500
<input type="checkbox"/>		<b>Course Package 1—Certificate III + Certificate IV + Diploma + Advanced Diploma of Accounting</b>						
<input type="checkbox"/>		<b>Course Package 2—Certificate IV + Diploma of Accounting + Advanced Diploma of Accounting</b>						
<input type="checkbox"/>	086522G	Certificate IV in Information Technology (ICT40115)	52 weeks	42 weeks	21 weeks	\$9,999	\$0	\$9,999
<input type="checkbox"/>	086605D	Diploma of Information Technology (ICT50115)	52 weeks	42 weeks	21 weeks	\$9,999	\$0	\$9,999
<input type="checkbox"/>	069786B	Certificate III in Engineering—Fabrication Trade (MEM30305)	62 weeks	50 weeks	17 weeks	\$14,599	\$1,400	\$15,999
<input type="checkbox"/>	072114E	Certificate IV in Engineering (MEM40105)	80 weeks	68 weeks	18 weeks	\$25,000	\$1,600	\$26,600
		<b>Course Package—Certificate III in Engineering + Certificate IV in Engineering + Diploma of Business</b>						

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the prospectus and on our website (all pre-enrolment information is available on the institute's website).

## Conditions:

The payment for non-tuition fees is only recorded once the payment for the tuition fee of the first study period has been made.

^ Non-tuition fees cover other items not directly related to tuition, this includes Material & Equipment Fees.

\* CRICOS duration includes Tuition Duration and holiday breaks.

\*\* The final study period of each course could be either equivalent or less in duration.

\*\*\* Course fees is the total tuition fees plus non-tuition fees. Students can pay full fees if the student wishes to, but students are not required to pay more than 50% of the total tuition fees up front for the course before the student commences the course that is more than 25 weeks. Baxter Institute may require 100% of the total tuition fees for short courses of 25 weeks or less.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute  
Ph: (03) 9650 0367 Fax: (03) 9654 1049  
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Level 10, 399 Lonsdale Street, Melbourne Victoria, 3000 Australia  
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030  
Email: [admissions@baxter.vic.edu.au](mailto:admissions@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

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### PART A—COURSE SELECTION (Cont'd)

Tick	CRICOS Code	Qualification	CRICOS Duration*	Tuition Duration	Weeks Per Study Period**	Tuition Fees	Non-Tuition Fees	Course Fees***
<input type="checkbox"/>	096781E	Certificate III in Hairdressing (SHB30416)	78 weeks	60 weeks	20 weeks	\$16,046	\$1,566	\$17,612
<input type="checkbox"/>	091491M	Certificate IV in Hairdressing (SHB40216)	27 weeks	25 weeks	25 weeks	\$6,017	\$750	\$6,767
<input type="checkbox"/>	096794M	Diploma of Salon Management (SHB50216)	54 weeks	40 weeks	20 weeks	\$12,174	\$0	\$12,174
<input type="checkbox"/>		<b>Course Package—Certificate III + IV + Diploma of Salon Management</b>						
<input type="checkbox"/>	091477J	Certificate II in Retail Cosmetics (SHB20116)	27 weeks	19 weeks	19 weeks	\$3,500	\$1,050	\$4,550
<input type="checkbox"/>	096782D	Certificate III in Nail Technology (SHB30315)	52 weeks	39 weeks	20 weeks	\$8,700	\$640	\$9,340
<input type="checkbox"/>	089079G	Certificate III in Beauty Services (SHB30115)	40 weeks	30 weeks	15 weeks	\$7,249	\$750	\$7,999
<input type="checkbox"/>	089034K	Certificate IV in Beauty Therapy (SHB40115)	62 weeks	46 weeks	16 weeks	\$12,249	\$750	\$12,999
<input type="checkbox"/>	089046F	Diploma of Beauty Therapy (SHB50115)	85 weeks	63 weeks	21 weeks	\$14,339	\$1,660	\$15,999
<input type="checkbox"/>	078771A	Certificate II in Retail Baking Assistance (FDF20510)	28 weeks	24 weeks	24 weeks	\$7,680	\$800	\$8,480
<input type="checkbox"/>	078060K	Certificate III in Retail Baking—Combined (FDF30710)	62 weeks	50 weeks	17 weeks	\$14,769	\$1,030	\$15,799
<input type="checkbox"/>	078061J	Certificate III in Retail Baking- Cake and Pastry (FDF30510)	52 weeks	38 weeks	20 weeks	\$12,769	\$1,030	\$13,799
<input type="checkbox"/>	078062G	Certificate III in Retail Baking— Bread (FDF30610)	40 weeks	30 weeks	15 weeks	\$11,769	\$1,030	\$12,799
<input type="checkbox"/>	087669B	Certificate IV in Advanced Baking (FDF40811)	38 weeks	36 weeks	18 weeks	\$8,600	\$400	\$9,000
<input type="checkbox"/>		<b>Course Package—Certificate III in Retail Baking (Combined)+ Certificate IV in Advanced Baking + Diploma of Business</b>						
<input type="checkbox"/>	091606E	Certificate III in Light Vehicle Mechanical Technology (AUR30616)	64 weeks	58 weeks	20 weeks	\$13,800	\$1,200	\$15,000
<input type="checkbox"/>	091654G	Certificate IV in Automotive Mechanical Diagnosis (AUR40216)	28 weeks	25 weeks	13 weeks	\$6,799	\$0	\$6,799
<input type="checkbox"/>		<b>Course Package—Certificate III in Light Vehicle + IV in Automotive Mechanical Technology + Diploma of Business</b>						
<input type="checkbox"/>	096793A	Diploma of Dental Technology (HLT55115)	98 weeks	73 weeks	19 weeks	\$31,332	\$1,100	\$32,432

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the prospectus and on our website (all pre-enrolment materials are available on the institute's website).

#### Conditions:

The payment for non-tuition fees is only recorded once the payment for the tuition fee of the first study period has been made.

^ Non-tuition fees cover other items not directly related to tuition, this includes Material & Equipment Fees.

\* CRICOS duration includes holiday breaks

\*\* The final study period of each course could be the same or slightly shorter in duration than the specified weeks.

\*\*\* Course fees is the total tuition fee plus non-tuition fees.

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**Application for Enrolment**  
**Fee for Service (International student) 2018**  
**PART B—APPLICATION INFORMATION**

**PERSONAL DETAILS & START DATE**

Surname:	<input type="text" value="LEGAL FAMILY NAME"/>	Given names:	<input type="text" value="LEGAL GIVEN NAME"/>
Date of birth:	<input type="text" value="DD / MM / YYYY"/>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> intermediate/Intersex/Unspecified
Nationality:	<input type="text"/>	Preferred start date:	<input type="text" value="DD / MM / YYYY"/>
Passport number:	<input type="text"/>	Place of issue:	<input type="text"/>
		Passport expiry date:	<input type="text" value="DD / MM / YYYY"/>

**USUAL HOME COUNTRY RESIDENCE & CONTACT DETAILS**

Building name:	<input type="text"/>	Flat/Unit number:	<input type="text"/>	Street or Lot number:	<input type="text"/>
Street name:	<input type="text"/>	Suburb, locality or town:	<input type="text"/>	State:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	<input type="text"/>	Work Phone:	<input type="text"/>
				Home Phone:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>	Email (optional)	<input type="text"/>

**USUAL RESIDENCE & CONTACT DETAILS IN AUSTRALIA**

Are you currently in Australia?  Yes  No    Do you have an Australian address?  Yes—Fill in your address below  No—Skip to Postal Address

Building name:	<input type="text"/>	Flat/Unit number:	<input type="text"/>	Street or Lot number:	<input type="text"/>
Street name:	<input type="text"/>	Suburb, locality or town:	<input type="text"/>	State:	<input type="text"/>
Postcode:	<input type="text"/>	Work phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>	Email (optional)	<input type="text"/>

**POSTAL ADDRESS— (If the same, write "As above")**

Building name:	<input type="text"/>	Flat/Unit number:	<input type="text"/>	Street number:	<input type="text"/>
Street name:	<input type="text"/>	Suburb, locality or town:	<input type="text"/>	PO box:	<input type="text"/>
State:	<input type="text"/>	Postcode:	<input type="text"/>	Country:	<input type="text"/>
				Email:	<input type="text"/>

**EMERGENCY CONTACT**

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Address:	<input type="text"/>		
Mobile:	<input type="text"/>	Telephone:	<input type="text"/>
		Email:	<input type="text"/>

**LANGUAGE & CULTURAL DIVERSITY**

In which country were you born?  Australia  Other—Please specify  Town:

Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

No, English only—You can skip the next question     Yes—Please specify

How well do you speak English?  Very well  Well  Not Well  Not At All

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No     Yes, Aboriginal     Yes, Torres Strait Islander

**DISABILITY**

Disability: Do you consider yourself to have a disability, impairment or long-term condition?  No—You can skip the next question  Yes

If Yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area):

Hearing/deaf     Physical     Intellectual     Learning     Mental illness

Acquired brain impairment     Vision     Medical condition     Other

**SCHOOLING**

What is your highest COMPLETED school level? (tick ONE box only)

Never attended school     Completed Year 8 or Lower     Completed Year 9 or Equivalent

Completed Year 10     Completed Year 11     Completed Year 12

In which YEAR did you complete that school level?  Are you still attending secondary school?  Yes  No

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**PART B—APPLICATION INFORMATION (Cont'd)**  
**PREVIOUS QUALIFICATION ACHIEVED**

Have you **SUCCESSFULLY** completed any of the following qualifications?  Yes  No

If **YES**, please enter one of these Prior Education Achievement Recognition Identifiers to any applicable qualification level.

**A—Australia      E—Australian Equivalent      I—International**

*Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:*      1. A-Australia      2. E-Australian Equivalent      3. I-International

- |  |   |
|--|---|
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 524 -Certificate I  | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 420-Diploma (or Associate Diploma)       |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 521 -Certificate II                                       | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 410-Advanced Diploma or Associate Degree |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 514 -Certificate III (or Trade Certificate)               | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 008-Bachelor Degree or Higher Degree     |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 511 -Certificate IV (or Advanced Certificate/ Technician) | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 990-Certificates other than the above    |

What is your highest qualification? *(Please attach verified copies of certificate and academic transcript)*

**ENGLISH QUALIFICATION OR EQUIVALENT**

Have you studied an ESL/EAL, ELICOS or any other English course in Australia?  Yes *(If yes, attach certified evidence)*  No

What are your International English Language Testing (IELTS) scores? *(attach certified copy of IELTS evidence)*

Listening:  Reading:  Writing:  Speaking:  Overall Band:

**RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER**

Have you enrolled in a similar course elsewhere?  Yes  No

*(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Contact the Student Support Manager for further information).*

Have you been employed in the area covered by the course applied for?  Yes  No

*(If you have, you may be eligible for Recognition of Prior Learning. Contact the Student Support Manager for further information.)*

**STUDENT SUPPORT SERVICES**

Do you require an airport pick-up? (extra fees apply)  Yes  No

Do you require accommodation arrangements? (extra fees apply)  Yes  No

Do you require OSHC? (compulsory for all overseas students to have OSHC for the entire duration of their student visa)  Yes  No

If Yes, what cover do you require? (If family cover is required, please provide details of dependents in a separate attachment)  Family  Couple  Single

**HOW DID YOU HEAR ABOUT BAXTER INSTITUTE**

- |  |   |                                  |                                       |
|--|---|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current Baxter Student | <input type="checkbox"/> Friends | <input type="checkbox"/> Media        |
| <input type="checkbox"/> Exhibition    | <input type="checkbox"/> Seminar                | <input type="checkbox"/> Website | <input type="checkbox"/> Agent :..... |

**STUDY REASON**

Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship? *Tick one box only.*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 01-To get a job                     | <input type="checkbox"/> 02-To develop my existing business     | <input type="checkbox"/> 03-To start my own business                  |
| <input type="checkbox"/> 04-To try for a different career    | <input type="checkbox"/> 05-To get a better job or promotion    | <input type="checkbox"/> 06-It was a requirement of my job            |
| <input type="checkbox"/> 07-I wanted extra skills for my job | <input type="checkbox"/> 08-To get into another course of study | <input type="checkbox"/> 12-For personal interest or self development |
| <input type="checkbox"/> 11-Other reasons                    | <input style="width: 600px; height: 15px;" type="text"/>        |   |

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### PART B—APPLICATION INFORMATION (Cont'd)

#### EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick **ONE** box only)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 01-Full time employee                | <input type="checkbox"/> 02-Part time employee                          | <input type="checkbox"/> 03-Self-employed—not employing others            |
| <input type="checkbox"/> 04- Self-employed-employing others   | <input type="checkbox"/> 05-Employed-unpaid worker in a family business | <input type="checkbox"/> 06-Unemployed seeking full time work             |
| <input type="checkbox"/> 07-Unemployed seeking part time work | <input type="checkbox"/> 08- Unemployed not seeking employment          | <input type="checkbox"/> Other <input style="width: 100px;" type="text"/> |

Which of the following classifications BEST describes your current or recent occupation? (Tick **ONE** box only. Skip this question if unemployed)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1—Managers                               | <input type="checkbox"/> 2—Professionals                       | <input type="checkbox"/> 3—Technicians and Trade Workers                    |
| <input type="checkbox"/> 4—Community and Personal Service Workers | <input type="checkbox"/> 5—Clerical and Administrative Workers | <input type="checkbox"/> 6—Sales Workers                                    |
| <input type="checkbox"/> 7—Machinery Operators and Drivers        | <input type="checkbox"/> 8—Labourers                           | <input type="checkbox"/> 9—Other <input style="width: 100px;" type="text"/> |

Which of the following BEST describes the Industry of your current or previous Employer? (Tick **ONE** box only. Skip this question if unemployed)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> A—Agriculture, Forestry and Fishing                         | <input type="checkbox"/> B—Mining                              | <input type="checkbox"/> C—Manufacturing                           |
| <input type="checkbox"/> D—Electricity, Gas, Water and Waste Services                | <input type="checkbox"/> E—Construction                        | <input type="checkbox"/> F—Wholesale Trade                         |
| <input type="checkbox"/> G—Retail Trade  | <input type="checkbox"/> H—Accommodation and Food Services     | <input type="checkbox"/> I—Transport, Postal and Warehousing       |
| <input type="checkbox"/> J—Information Media and Telecommunications                  | <input type="checkbox"/> K—Financial and Insurance Services    | <input type="checkbox"/> L—Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> M—Professional, Scientific and Technical Services           | <input type="checkbox"/> N—Administrative and Support Services | <input type="checkbox"/> O—Public Administration and Safety        |
| <input type="checkbox"/> P—Education and Training                                    | <input type="checkbox"/> Q—Health Care and Social Assistance   | <input type="checkbox"/> R—Arts and Recreation Services            |
| <input type="checkbox"/> S—Other Services <input style="width: 400px;" type="text"/> |  |  |

#### VICTORIAN STUDENT NUMBER

Since 2009 in schools and in 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Enter your Victorian Student Number (VSN)









(No more questions if you provided your VSN)

I don't have/ don't know my VSN—\*Please answer the following questions

Have you attended any Victorian school since 2009 or done any training with a Vocational Education and Training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

**No** - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

(No more questions if you answer No above.)

**Yes**—I have attended a Victorian school since 2009: Most recent Victorian school attended \_\_\_\_\_

**Yes**—I have participated in training at a TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations with which you have participated in training in Victoria since 2011:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

#### UNIQUE STUDENT IDENTIFIER

Do you have a Unique Student Identifier (USI)?  **Yes**—Please provide your USI:

**No**—Would you like Baxter to create one on your behalf?  **No**—I will do it myself

**Yes**—Please fill in form SS163.b and submit it with this application to Baxter Institute.

A verified USI is required for ALL students in order to receive AQF certification documentation unless an exemption applies under the Student Identifier Act 2014. Further information on USI exemptions can be found at <https://www.usi.gov.au/documents/usi-exemptions-table-march-2016>.

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## PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION

### OTHER FEES

Enrolment fee <sup>1</sup>	\$ 150	Excursion Fee	Subject to activity
Course Application Fee/RPL <sup>1</sup>	\$ 150	Credit Transfer	No charge
RPL per practical unit	\$ 500 plus material fee (subject to course selection)	Replace ID card	\$ 15
RPL per theory unit	\$ 250	Replace Certificate	\$ 30
*OSHC Single	\$ 605 / year	Extension of CoE <sup>4</sup>	\$ 250 / week
*OSHC Family	\$ 2,809 / year	Logbook replacement	\$ 75
*OSHC Couples	\$ 1,928 / year	Request postage of documents	\$ 20 (within Australia) or overseas postage is subject to location
Deferral Fee <sup>1,2</sup>	\$ 200	Early completion mode <sup>5</sup>	Tuition fee per study period
Re-assessment Fee <sup>3</sup>	\$ 150	Printing and copy (B&W) <sup>6</sup>	\$0.10/A4 sheet and \$0.20/A3 sheet
Repeat unit Fee <sup>3</sup>	Same as at time of enrolment	Printing and copy (colour) <sup>6</sup>	\$0.50/A4 sheet and \$1.00/A3 sheet
Refund processing fee	\$ 300	*Airport pick-up (one way)	\$ 115 (Inc. GST)
Charges for late payment	N/A	*Accommodation Placement Fee	\$ 230 (Inc. GST)

<sup>1</sup> Fees are non-refundable

<sup>2</sup> Subsequent deferrals will incur a deferral fee.

<sup>3</sup> Students are entitled to 3 assessment attempts for each unit of competency. A 4th attempt will incur a reassessment fee. If after the 4th attempt, if student are "still not yet competent", they will be required at the discretion of the Head of Department to repeat the units of competency and pay repeat unit fee. Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit of competency and pay the repeat unit fee. The repeat unit fee usually applies to but is not limited to students who are found to have cheated or plagiarised work and need to repeat the unit of competency.

<sup>4</sup> Students are expected to complete their course within the duration stated in their CoE. Any extension to the duration of the course after the course end date will incur a fee for the "Extension of eCoE".

<sup>5</sup> Students who are on early completion mode (completes some or all units of the next study period earlier) will incur the next study period tuition fees. Therefore tuition fees for the next study period must be paid accordingly.

<sup>6</sup> Students are required to top up their Printing Cards in order to use printing and copying services. The balance of the printing cards are non-refundable.

\* The following services are outsourced to a third party company and therefore the fees are subject to change without notice and accurate at the time of print.

**NB: Fees listed above are subject to change without notice due to review of policies and will be updated on the website accordingly and on the student portal (current students).**

**Only send the application fee with the application form to our postal address or in person at our Head Office**

Please make your application fee payment by bank cheque, credit card or telegraphic transfer.

#### Our bank details

Account Name:	Sheila Baxter Training Centre Pty Ltd	BSB:	013006
Account Number:	841688807	Bank Name:	ANZ
Swift Code:	ANZBAU3M	Bank address:	388 Collins Street, Melbourne VIC 3000

### REFUND POLICY AND TUITION FEES PAYMENT

1. Refund applications must be made by completing a Refund Application form FN108 and sending it to the Finance Department of Baxter Institute. The student Refund Application Form is available from Baxter Institute Student Support Service or the Institute website. The Refund Application Form must be submitted via email to [refunds@baxter.vic.edu.au](mailto:refunds@baxter.vic.edu.au), in person or fax (03) 9654 1049, attention "Finance Department". Whether you are entitled to a refund or not, you will receive written notification of the outcome within 20 working days of receipt of the refund application which will include an explanation of how the refund was calculated. Within 20 working days of receipt of the refund application (for refunds that relate to provider default referred below), the refund will be paid to you or another person you nominate in writing. If a credit card is used to make payment(s), Baxter Institute will refund the amount on to the credit card used for the payment(s). Where an application is withdrawn or cancelled, notification by submitting "Cancellation Form SS115.a" must be provided. For refund calculations, other than a student visa refusal, the refund is based on the commencement date of the first eCoE for that particular visa application, OR the commencement date of the CoE for which a visa is granted. In the instance that an eCOE was not issued, the refund will be based on the commencement date of the first Letter of Offer (LOF). Any deferred or subsequent COEs or LOFs will not be considered for the purposes of calculating a refund. The table below summarises the refund amount and reasons for refund.

Student <b>has been</b> refused an Australian Student Visa and <b>has not</b> started the course (refusal letter required) <sup>A</sup>	100% refund *
Student <b>has been</b> refused an Australian Student Visa and <b>has</b> started the course (refusal letter required to determine default date) <sup>A</sup>	100% refund **
Baxter Institute fails to start course or the course ceases to be provided after it starts (provider default)	100% refund **
Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default)	70% refund <sup>1,2</sup>
Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)	50% refund <sup>1,2</sup>
Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of current study period course fees paid <sup>1</sup>
Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement (student default)	No refund of current study period course fees paid <sup>1</sup>

<sup>A</sup> A refusal letter includes the 'notification of refusal of application' and the 'Decision Record' outlining why the applicant's visa application has been refused.

\* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.

\*\* indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).

<sup>1</sup> Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or Baxter Institute refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount due to Baxter Institute for the course; the student breached a condition of his/her student visa; and/or misbehavior by the student.

<sup>2</sup> A refund processing fee of \$300 will be deducted in cases that relate to student default (except when a student is refused a student visa)

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute

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## Application for Enrolment

Fee for Service (International student) 2018

### PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION (Cont'd)

#### REFUND POLICY AND PAYMENT OF TUITION FEES (Cont'd)

2. In the unlikely event that the Institute defaults by failing to start the course or the course ceases to be provided after it starts, you will be notified of the default in writing within three business days of the default occurring. You will be offered a refund of all the unspent tuition fees and if you accept the refund will be paid to you within 14 working days from the day the default occurred (provider default). Alternatively, the Institute may offer you enrolment in another course, for which you must meet all the entry requirements, at no extra cost. You have the right to choose whether you would prefer a refund of unspent tuition fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. Where the Institute is unable to meet its obligations of providing you with a refund or an alternate course you will benefit from the Tuition Protection Services (TPS), which is an initiative of the Australian Government to assist international students whose providers are unable to fully deliver their course of study. The TPS will contact you and place you in a suitable alternative course at another education provider at no extra cost. If there are no suitable alternative courses or offers, you may apply for a refund of the amount of any unspent tuition fees. For further information please visit the following link: <https://tps.gov.au/StaticContent/Get/StudentInformation>
3. Fees not listed in this refund section are not refundable. Prior to your enrolment, fees may be altered without notice. Once you have completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended and agreed to by the student, then any additional fee to be paid prior to the extension of the course.
4. All required fees and charges must be paid prior to course commencement unless a "Payment Schedule Agreement" is arranged with the Institute. Non-payment could lead to your exclusion from class and you may be subject to the Institute's cancellation process for non-payment of course money. Student tuition fees are safeguarded by insurance and assurance schemes mandated by Australian Legislation.
5. Tuition fees are incurred when each study period for the course commences. Baxter Institute may offer installment payments on the basis that the payments will be made on the scheduled dates. If you are in breach of your payment schedule agreement, the Institute has the right to cancel the agreement and request the entire payment for fees owed. The Institute's cancellation process will also take effect as this is a breach of the Written Agreement and the Institute's Code of Behaviour for students.
6. The Institute has the right under the ESOS Act to refuse to provide you with a course if you directly or indirectly fail to pay an amount you owe the provider to undertake the course.
7. If you are enrolled and obtained permission to transfer to another course within Baxter Institute, all unspent tuition fees paid will be credited to the new course.
8. Prior to commencing a course with the Institute, you must pay the total of the minimum payment stated in their Student Written Agreement and any outstanding debts (if any). Please note, payment of fees made by personal or company cheques are not considered paid until the funds have been officially cleared by the institute's bank (this could take up to 3- 5 working days).
9. Payment will only be allocated for the material and equipment fee after the full payment of tuition fees for the first study period have been paid.
10. Payment made towards Overseas Student Healthcare Cover (OSHC) is subject to the OSHC provider's refund policy and procedures .
11. There will be no tuition fee reduction/exemption granted for students who complete a unit of competency/qualification earlier than the proposed end date.

#### PRIVACY STATEMENT

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018) to ensure your compliance with the conditions of your visa and your obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form during your enrolment can be disclosed without your consent where authorized or required by law.

#### TRANSFER-IN STUDENT

This section must be read in conjunction with policy **P07- Student transfer**.

I have read and fully understood the Department of Home Affairs 's policy regarding "Changing courses and education providers"?

(The policy is available at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses/>)

By ticking the box, you will be issued a conditional offer based on your personal circumstances, please refer to P07- Student transfer for further details.

If no, the Institute at its absolute discretion may choose not to process your application, as by changing courses and education providers you could be at risk of not meeting the conditions of your current student visa.

#### STUDENT DECLARATION

**I acknowledge and agree to the terms described in this privacy statement, refund and policy information and declare that the information provided in this form is to the best of my knowledge true, correct and complete at the time of my application for enrolment:**

Student Signature:  Printed Name:  Date:

#### PROVIDER OFFER (FOR OFFICE USE)

Offer - list CRICOS codes   No offer

Name of the authorised Institute Employee approving/rejecting an offer:

Admissions Manager Signature:  Printed Name:  Date:

Certified copies received:  Yes  No

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