

## Application for Enrolment

Full Fee for Service 2018

*(This form applies to domestic full fee applicants or applicants who are not on international student visa)*

### PART A—COURSE SELECTION

Tick	Course Code	Qualification	Course Duration*	Tuition Duration	Weeks Per Study Period**	Tuition Fees	Non-Tuition Fees <sup>^</sup>	Course Fees***
<input type="checkbox"/>	22251VIC	Certificate II in EAL (Access)	33 weeks	25 weeks	25 weeks	\$7,680	\$100	\$7,780
<input type="checkbox"/>	22255VIC	Certificate III in EAL (Further Study)	33 weeks	25 weeks	25 weeks	\$7,680	\$100	\$7,780
<input type="checkbox"/>	22258VIC	Certificate IV in EAL (Further Study)	33 weeks	25 weeks	25 weeks	\$7,680	\$100	\$7,780
<input type="checkbox"/>		English for Academic Purposes (EAP Intermediate)	28 weeks	26 weeks	26 weeks	\$266/ week	\$128/5 weeks	
<input type="checkbox"/>		General English (Beginner to Advanced)	72 weeks	60 weeks	10 weeks	\$220/ week	\$145/ level	
<input type="checkbox"/>	BSB30115	Certificate III in Business	18 weeks	16 weeks	16 weeks	\$3,999	\$0	\$3,999
<input type="checkbox"/>	BSB40215	Certificate IV in Business	28 weeks	22 weeks	22 weeks	\$5,500	\$0	\$5,500
<input type="checkbox"/>	BSB50215	Diploma of Business	38 weeks	30 weeks	15 weeks	\$10,550	\$0	\$10,550
<input type="checkbox"/>	BSB60215	Advanced Diploma of Business	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"/>	FNS30315	Certificate III in Accounts Administration	28 weeks	20 weeks	20 weeks	\$3,999	\$0	\$3,999
<input type="checkbox"/>	FNS40615	Certificate IV in Accounting	50 weeks	40 weeks	20 weeks	\$9,000	\$0	\$9,000
<input type="checkbox"/>	FNS50215	Diploma of Accounting	41 weeks	31 weeks	16 weeks	\$9,000	\$0	\$9,000
<input type="checkbox"/>	FNS60215	Advanced Diploma of Accounting	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"/>	ICT40115	Certificate IV in Information Technology	52 weeks	42 weeks	21 weeks	\$9,999	\$0	\$9,999
<input type="checkbox"/>	ICT50115	Diploma of Information Technology	52 weeks	42 weeks	21 weeks	\$9,999	\$0	\$9,999
<input type="checkbox"/>	MEM30305	Certificate III in Engineering—Fabrication Trade	62 weeks	50 weeks	17 weeks	\$14,599	\$1,400	\$15,999
<input type="checkbox"/>	MEM40105	Certificate IV in Engineering	80 weeks	68 weeks	18 weeks	\$25,000	\$1,600	\$26,600
<input type="checkbox"/>		<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.

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

\* Course duration includes holiday breaks.

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

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

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### PART A—COURSE SELECTION (Cont'd)

Tick	Course Code	Qualification	CRICOS Duration*	Tuition Duration	Weeks Per Study Period**	Tuition Fees	Non-Tuition Fees	Course Fees***
<input type="checkbox"/>	SHB30416	Certificate III in Hairdressing	78 weeks	60 weeks	20 weeks	\$16,046	\$1,566	\$17,612
<input type="checkbox"/>	SHB40216	Certificate IV in Hairdressing	27 weeks	25 weeks	25 weeks	\$6,017	\$750	\$6,767
<input type="checkbox"/>	SHB50216	Diploma of Salon Management	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"/>	SHB20116	Certificate II in Retail Cosmetics	27 weeks	19 weeks	19 weeks	\$3,500	\$1,050	\$4,550
<input type="checkbox"/>	SHB30315	Certificate III in Nail Technology	52 weeks	39 weeks	20 weeks	\$8,700	\$640	\$9,340
<input type="checkbox"/>	SHB30115	Certificate III in Beauty Services	40 weeks	30 weeks	15 weeks	\$7,249	\$750	\$7,999
<input type="checkbox"/>	SHB40115	Certificate IV in Beauty Therapy	62 weeks	46 weeks	16 weeks	\$12,249	\$750	\$12,999
<input type="checkbox"/>	SHB50115	Diploma of Beauty Therapy	85 weeks	63 weeks	21 weeks	\$14,339	\$1,660	\$15,999
<input type="checkbox"/>	FDF20510	Certificate II in Retail Baking Assistance	28 weeks	24 weeks	24 weeks	\$7,680	\$800	\$8,480
<input type="checkbox"/>	FDF30710	Certificate III in Retail Baking—Combined	62 weeks	50 weeks	17 weeks	\$14,769	\$1,030	\$15,799
<input type="checkbox"/>	FDF30510	Certificate III in Retail Baking- Cake and Pastry	52 weeks	38 weeks	20 weeks	\$12,769	\$1,030	\$13,799
<input type="checkbox"/>	FDF30610	Certificate III in Retail Baking— Bread	40 weeks	30 weeks	15 weeks	\$11,769	\$1,030	\$12,799
<input type="checkbox"/>	FDF40811	Certificate IV in Advanced Baking	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"/>	AUR30616	Certificate III in Light Vehicle Mechanical Technology	64 weeks	58 weeks	20 weeks	\$13,800	\$1,200	\$15,000
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	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"/>	HLT55115	Diploma of Dental Technology	98 weeks	73 weeks	19 weeks	\$31,332	\$1,100	\$32,432

### STUDY DETAILS

Preferred Start Date:

Study mode:  Full Time  Part Time

Campus location:

### HOW DID YOU HEAR ABOUT BAXTER INSTITUTE

- Advertisement
  Current Baxter Student
  Friends
  Media  
 Exhibition
  Seminar
  Website
  Agent: \_\_\_\_\_

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#### PART B—APPLICATION INFORMATION

##### PERSONAL DETAILS

Family Name:  Given Name:

Date of Birth:  Sex: (Tick one box)  Female  Male  
 Indeterminate/intersex/unspecified

Nationality:  Preferred start date:

Passport number:  Place of issue:  Passport expiry date:

##### USUAL RESIDENCE & CONTACT DETAILS IN AUSTRALIA

Building/property name:  Flat/Unit number:  Street or Lot number:

Street name:  Suburb, locality or town:  State:

Postcode:  Work phone:  Home phone:

Mobile:  Email:  Email (alternative) (optional):

##### POSTAL ADDRESS— (If the same, write as above)

Building/property name:  Flat/Unit number:  Street number:

Street name:  Suburb, locality or town:  State/Territory:

PO box or roadside delivery box:  Postcode:  Email:

##### EMERGENCY CONTACT

Name:  Relationship:

Address:

Mobile:  Telephone:  Email:

##### LANGUAGE AND CULTURAL DIVERSITY

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

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, Other— Please specify

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

Are you of Aboriginal Origin 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

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

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)

##### STUDY REASON

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

- 01-To get a job
- 02-To develop my existing business
- 03-To start my own business
- 04-To try for a different career
- 05-To get a better job or promotion
- 06-It was a requirement of my job
- 07-I wanted extra skills for my job
- 08-To get into another course of study
- 12-For personal interest or self development
- 11-Other reasons:

##### 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

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

##### EMPLOYMENT

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

- 01-Full time employee
- 02-Part time employee
- 03-Self-employed not employing others
- 04-Self-employed-employing others
- 05-Employed-unpaid worker in a family business
- 06-Unemployed seeking full time work
- 07-Unemployed-seeking part time work
- 08-Not employed-not seeking employment
- Other:

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

- 1—Managers
- 2—Professionals
- 3—Technicians and Trade Workers
- 4—Community and Personal Service Workers
- 5—Clerical and Administrative Workers
- 6—Sales Workers
- 7—Machinery Operators and Drivers
- 8—Labourers
- 9—Other

Which of the following classifications BEST describes the Industry of your current/previous Employer?

(Tick ONE box only. Skip this question if unemployed)

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

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#### 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.)*

#### VICTORIAN STUDENT NUMBER

*Since 2009 in schools and since 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**— answer below

Would you like Baxter to create one for you?  **No**—I will do it myself  
 **Yes**—Fill in form SS163.b & submit with this application

*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, REFUNDS, POLICY INFORMATION & STUDENT DECLARATION

#### REFUND POLICY AND TUITION FEES PAYMENT

1. Refund applications must be made by completing Refund Application form FN108 and sending it to the Finance Department of the Institute. The Refund Application Form is available from Baxter Institute/ or the website. Refund application form must be submitted in person, by fax (03) 9654 1049 or by email to [refunds@baxter.vic.edu.au](mailto:refunds@baxter.vic.edu.au) (attention "Finance Department"). Whether the student is entitled to a refund or not, they will receive a written notification of the outcome which includes 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, refer below), the refund will be paid to the student or another person nominated in writing by the student. If a credit card is used to make payment(s), the 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.b" must be provided. Any refunds listed in the table below are minus the non-refundable enrolment fee of \$100, payable at course commencement. This fee covers all the administration required for enrolment.

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>

\*\* 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>

<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)

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, the student will be notified of the default in writing within 3 business days of the default occurring. The student will be offered a refund of all unspent tuition fees and if they accept, the refund will be paid to the student within 14 working days from the day the default occurred (provider default). Alternatively, the student may be offered enrolment in another course by the Institute at no extra cost, provided that all entry requirements are met. The student has the right to choose whether they would prefer a refund of unspent tuition fees, or to accept a place in another course. If the student chooses placement in another course, he/she will be asked to sign a document to confirm the acceptance of the placement.

3. Fees not listed in this refund section are not refundable. Prior to a student enrolling, fees may be altered without notice. Once a student has 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 will be required 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. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.

5. Tuition fees incur when each study period of the course commences. Baxter Institute may offer installment payments on the basis that the payments will be made on the scheduled dates. If a student is in breach of their payment schedule agreement, the Institute has the right to cancel the agreement and request entire payment for fees owed, also, the Institute's cancellation process will take effect as this is a breach of the Written Agreement and the Institute's Code of Behaviour for students.

6. If an enrolled student obtains permission to transfer to another course within Baxter Institute, all unspent tuition fees paid will be credited to the new course.

7. Prior to commencing a course with the Institute, students must pay the total of the minimum payment stated in their student written agreement and any outstanding debts (if any). 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)

8. 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.

9. There will be no tuition fee reduction/exemption granted for students who complete a unit of competency/qualification earlier than the proposed end date.

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

### OTHER POSSIBLE FEES

Enrolment fee <sup>1</sup>	\$ 100	Excursion Fee	Up to \$ 50 (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).**

### ENROLMENT TERMS AND CONDITIONS

- Incomplete enrolment forms will not be processed and will be returned to the student. The application fee must be paid with the enrolment form. An enrolment is not confirmed until the application fee has been paid. The application fee is non-refundable.
- Tuition fees are due at the commencement of each study period. In some circumstances and with prior arrangement, tuition fees can be paid in installments.
- Students must attend a compulsory orientation before the commencement of the course.
- Students must return a signed copy of their training plan to Baxter Institute on orientation day before commencing the course.
- Students must notify the institute immediately of any changes to their contact details.
- The material and equipment fee must be paid prior to the course commencement and is not refundable after the commencement of the course.
- Students are responsible for all training materials and equipment. If lost or damaged, it is the student's responsibility to replace the materials at their own expense.
- Students are responsible for all personal belongings. If lost or stolen, the Institute holds no liability.
- Students are required to wear a compulsory uniform depending on their course selection. Students will receive respective uniforms on orientation day.
- Students who have outstanding tuition fees will not be issued official documents such as statement of attainment, record of results and or certificates.
- Baxter Institute reserves the right to take legal action to collect outstanding fees. Privacy and confidentiality will be maintained and protected.
- Students are expected to comply with all Policies and Procedures of the Institute. For further information, students must visit the website.
- Students agree to be bound by the Institute rules and regulations and to follow acceptable codes of behavior, attendance and academic performance and show due concern for other students.
- Students must keep themselves up-to-date with Baxter Institute's latest Policies and Procedures (that are subject to change) via the institute's website.

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

#### STUDENT ENROLMENT PRIVACY NOTICE

1. Under the Data Provision Requirements 2012, Baxter Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Institute for statistical, regulatory and research purposes. Baxter Institute may disclose your personal information for these purposes to third parties, including: School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; Employer – if you are enrolled in training paid by your employer; Commonwealth and State or Territory government departments and authorised agencies; NCVER; Organisations conducting student surveys; and Researchers.

2. Personal information disclosed to NCVER may be used or disclosed for the following purposes: Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; facilitating statistics and research relating to education, including surveys; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including program administration, regulation, monitoring and evaluation.

3. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For further information, please contact Baxter Institute's Student Support Centre in the first instance by phone 03 9650 0367 or email [management@baxter.vic.edu.au](mailto:management@baxter.vic.edu.au). For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://education.vic.gov.au/Pages/privacypolicy.aspx>

#### STUDENT DECLARATION

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name:	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>
Student Signature:	<input type="text"/>		
Name of Parent/Guardian:	<input type="text"/>		
Parent/ Guardian Signature:	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>

#### PROVIDER OFFER (FOR OFFICE USE)

Offer - List Course codes \_\_\_\_\_  No offer

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

Admissions Manager Signature:  Printed name:  Date:

Enrolment fee of A\$100 received:  Yes  No Certified copies received:  Yes  No

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