

## Refund Calculation

(This form is only applicable for domestic students, including both Fees for Service and Victorian Training Guarantee students)

 Fee for Service 

 Victorian Training Guarantee 
**Student details:**

 Student Name: 

 Student ID: 

 Course name: 

 Date of birth: 
**Details of the refund:**

 Scheduled course commencement date: 

 Course cancellation date: 
**Individuals under the Victorian Training Program**

<input type="checkbox"/>	Course cancelled or rescheduled by Baxter Institute (provider default)	100% refund of tuition fees
<input type="checkbox"/>	Withdrawal notified in writing and received by the Institute prior to commencement date	100% refund of tuition fees
<input type="checkbox"/>	Withdrawal notified in writing and received by the Institute on or after the course commencement date	100% refund of unspent tuition fees

**Fee for Service students**

<input type="checkbox"/>	Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement	Less \$300 processing fee 70% refund on remaining fees
<input type="checkbox"/>	Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement	Less \$300 processing fee 50% refund on remaining fees
<input type="checkbox"/>	Withdrawal 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 tuition
<input type="checkbox"/>	Course cancelled or rescheduled by Baxter Institute (provider default)	100% refund of paid tuition fees

**NOTES:**

- Refunds may be subject to non-refundable administration fee of \$100 or refund processing fee of \$300 (subject to student type)
- Material and equipment fees are non-refundable (regardless of the packaging being sealed). If students have not received the kit at the time of refund, students receive 100% refund.
- Unspent tuition fees are calculated from the last date of attendance until the end date of the period to which the payment relates.

**Documents required:**
 Refund Application form FN108

 Cancellation form SS115.b

 Authorisation letter (if relevant)

 Other— Please specify 
**Calculation:**

 Total course fee received by Baxter Institute 
**Less:**

 - Tuition fee 

 - Administration fee (non-refundable) 

 - Collected materials and equipments 

 Total refund 

 Comments: 
**FOR OFFICE USE ONLY:**

 Deadline for refund: 

 Finance Officer name: 

 Signature: 

 Date: 

 Approved by: 

 Signature: 

 Date: 

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