

CANCELLATION FORM
(This form is for International Students ONLY)

NOTE: If you wish to transfer to another training provider, **DO NOT** fill in this form, as your request for a cancellation of enrolment will **NOT** be accepted. Please refer to P07 Student Transfer and form SS118 Letter of Release Application (available on Baxter Institute’s website).

STUDENT DETAILS

Student ID Number:

Family Name: Given name:

Date of Birth: — —

Phone: Mobile:

Baxter’s Student Email: @student.baxter.vic.edu.au
(Please enter your Baxter’s student ID number, eg. 12345@student.baxter.vic.edu.au)

CANCELLATION DETAILS

Course Name: Course Code:

Has your course commenced? Yes — Date of last day attended class:
 No — Commencement date:

Cancellation of enrolment applications will be processed only if they are made in writing, on this form, signed by the student and sent to reception@baxter.vic.edu.au. Students who cancel their enrolment and think they are due for refunds may choose to apply for a refund. Please refer to the Institute’s refund policy for refund arrangements. Refund applications must be made in writing on form FN108 Refund Application, which is available on the Institute’s website. Written applications for refunds will be accepted by mail or email to refunds@baxter.vic.edu.au. Refunds will be processed within 20 working days of receipt of a written application and will include a statement explaining how the refund was calculated.

Reasons for cancellation (tick if applicable):

Student Visa refusal Student is returning to home country
 Student has breached his/her visa conditions Student has completed six months of the principal course
 No study rights (highest course enrolment on the student’s initial visa)
 Visa status has changed Other. Please specify:

When applying for a course cancellation, student must attach documental evidence that supports their reasons for cancelling. Documental evidence can include, but is not limited to: e-ticket and custom stamp upon arrival if student is returning to home country; formal documentation proving that the student’s visa circumstances have changed. Failure to provide sufficient documental evidence will delay the processing time and/or result in the application being denied. Please refer to Policy P13 Deferral, Suspension or Cancellation of Enrolment for more information regarding the process of verifying students’ evidence.

Do you have evidence to support the reasons/ circumstances outlined? Yes — Please attach supporting documents to this application
(Eg. E-ticket, custom stamp, visa refusal letter) No — If evidence is not provided, the application is likely to be invalid

REQUEST TO CHANGE COURSE WITHIN BAXTER INSTITUTE *(Fill this section if it is applicable)*

New Course Name: Course Code:

Preferred Start Date:

1) Student must submit a new enrolment form when applying for a new course.
 2) Student is required to clear any debts owed in this current course before commencing new course.

STUDENT DECLARATION

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application. I understand that I need to provide documental evidence supporting my claims.

Student Signature: Date:

If approved, the Institute will report your cancellation to DIBP in 10 working days. This action may affect the status of your visa. If you require more information as to how this action may affect your visa status, contact your local DIBP office or phone DIBP helpline 131 881. For students registering a new course, a new CoE will be issued.

FOR OFFICE USE ONLY

Date of Submission: Administrator Name: Signature:

Approval from Admissions Manager: Yes No Signature: Date:

Letter issued on: Updated PRISMS cancel COE by: Date:

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