

**CANCELLATION FORM**  
(This form in for Domestic Students ONLY)

FEE FOR SERVICE

VICTORIAN TRAINING GUARANTEE (VTG) FUNDED

**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:  DD / MM / YYYY  
 No — Commencement date:  DD / MM / YYYY

**NOTE:** 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](mailto:reception@baxter.vic.edu.au). Students who cancel their enrolment and think they are due for refunds are advised 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](mailto: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. If you are transferring to another provider, please speak to Baxter Institute's Marketing Officer or the Receptionist to receive immediate assistance.

**Reasons for cancellation (tick if applicable):**

- This course is not an appropriate training option for my future plans
  - My personal circumstances have changed since starting
  - I am finding this course difficult
  - I do not have the sufficient numeracy, literacy or language skills
  - I am not satisfied with my course
  - I am not satisfied with this provider
  - I am transferring to another provider—Please fill in form SS119
  - Other. Please specify:
- Do you have evidence to support the reasons/ circumstances outlined?  
 Yes — Please attach supporting documents to this application  
 No

**VTG students please note:** you are only eligible to commence a maximum of two Government subsidised courses in your life time at the same AQF level (eg. you can only do two courses at Certificate IV level), excluding courses in the Foundation Skills List.

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

New Course Name:  Course Code:

Preferred Start Date:  DD / MM / YYYY

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.  
3) VTG students will need to be re-assessed for eligibility for a new enrolment.

**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.

**For VTG students only:** I understand that a cancellation of enrolment may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

Student Signature:  Date:  DD / MM / YYYY

**FOR OFFICE USE ONLY**

Date of Submission:  DD / MM / YYYY Administrator Name:  Signature:

Approval from Student Support Manager:  Yes  No Signature:  Date:  DD / MM / YYYY

Letter issued on:  DD / MM / YYYY Updated Wisenet by:  DD / MM / YYYY Date:  DD / MM / YYYY

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