

## Course Attendance Agreement

Student Name

Student ID

Course Name

Course Code

Start Date

End Date

*The Baxter Institute **Student Code of Behaviour** requires students to maintain at least satisfactory attendance. Therefore a student may attempt an assessment only if they achieve at least 70% of attendance. (Refer Student Handbook).*

In the absence of reasonable explanation and supporting evidence for low attendance, the student will be required to repeat the unit (up to the discretion of the trainer).

**Attendance Recording**— If students do not comply to the following arrival times for each session as mentioned below, their attendance will not be marked:

**Morning Session\*:** 8:30am (latest arrival time 9:00am) OR 9:00am (latest arrival time 9:30am)

**Afternoon Session\*:** 12:30pm (latest arrival time 1:00pm) OR 1:00pm (latest arrival time 1.30pm)

**Evening Session:** 5:00pm (latest arrival time 5:30pm)

*\*Sessions are subject to courses*

International students who fail to maintain satisfactory course progress may be at risk of being reported to Department of Home Affairs. Baxter Institute defines progress to include satisfactory attendance (Refer Student Handbook).

Domestic students under Skills First Program who are in breach of the student code of behavior are at risk of cancellation of enrolment and losing their government subsidized training entitlement.

**I declare that I have read and fully understand all of the above mentioned policies and regulations.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE

Administrator Signature: \_\_\_\_\_

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: [domesticstudent@baxter.vic.edu.au](mailto:domesticstudent@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)