

Application for Enrolment

Onshore International student

(This form should only be completed by overseas students on a student visa or overseas students intending to study in Australia on a student visa and are currently in Australia)

PART A—COURSE SELECTION

Tick	CRICOS Code	Qualification	CRICOS Duration	Tuition Duration	Delivery Location	Tuition Fees	Non-Tuition Fees [^]	Course Fees ^{***}
<input type="checkbox"/>	069786B	MEM30305 Certificate III in Engineering-Fabrication Trade	62 weeks	50 weeks	Melbourne	\$14,800	\$750	\$15,550
<input type="checkbox"/>	072114E	MEM40105 Certificate IV in Engineering	80 weeks	68 weeks	Melbourne	\$16,000	\$750	\$16,750
<input type="checkbox"/>	0100367	MEM50212 Diploma of Engineering - Technical	52 weeks	42 weeks	Melbourne	\$17,000	\$750	\$17,750
<input type="checkbox"/>	091606E	AUR30616 Certificate III in Light Vehicle Mechanical Technology	64 weeks	52 weeks	Melbourne	\$11,500	\$750	\$12,250
<input type="checkbox"/>	091654G	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	28 weeks	25 weeks	Melbourne	\$7,800	\$750	\$8,550
<input type="checkbox"/>	096781E	SHB30416 Certificate III in Hairdressing	78 weeks	62 weeks	Melbourne	\$11,250	\$750	\$12,000
<input type="checkbox"/>	096782D	SHB30315 Certificate III in Nail Technology	52 weeks	42 weeks	Melbourne	\$7,500	\$750	\$8,250
<input type="checkbox"/>	089079G	SHB30115 Certificate III in Beauty Services	52 weeks	42 weeks	Melbourne	\$6,800	\$750	\$7,550
<input type="checkbox"/>	089034K	SHB40115 Certificate IV in Beauty Therapy	70 weeks	58 weeks	Melbourne	\$10,500	\$750	\$11,250
<input type="checkbox"/>	089046F	SHB50115 Diploma of Beauty Therapy	85 weeks	70 weeks	Melbourne	\$14,250	\$750	\$15,000
<input type="checkbox"/>	0100366	FBP30517 Certificate III in Baking	64 weeks	52 weeks	Melbourne	\$10,800	\$450	\$11,250
<input type="checkbox"/>	0100368	FBP40217 Certificate IV in Baking	40 weeks	32 weeks	Melbourne	\$12,800	\$450	\$13,250
<input type="checkbox"/>	0100370	FNS40217 Certificate IV in Accounting and Bookkeeping	52 weeks	42 weeks	Melbourne	\$5,000	\$350	\$5,350
<input type="checkbox"/>	0100371	FNS50217 Diploma of Accounting	52 weeks	42 weeks	Melbourne	\$7,400	\$350	\$7,750
<input type="checkbox"/>	0100372	FNS60217 Advanced Diploma of Accounting	62 weeks	52 weeks	Melbourne	\$6,500	\$350	\$6,850

Please select the intake dates below:

	Term 1	Term 2	Term 3	Term 4
First intake start dates	<input type="checkbox"/> 21 Jan 2019	<input type="checkbox"/> 29 Apr 2019	<input type="checkbox"/> 15 July 2019	<input type="checkbox"/> 7 Oct 2019
Second intake start dates	<input type="checkbox"/> 25 Feb 2019	<input type="checkbox"/> 17 Jun 2019	<input type="checkbox"/> 26 Aug 2019	<input type="checkbox"/> 11 Nov 2019

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).

Notes:

[^] Non-tuition fees cover other items not directly related to tuition, this includes Material & Equipment Fees.

* CRICOS duration includes holiday breaks.

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

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Postal Address: PO Box 452 Flinders Lane Vic 8009
 470 Bourke Street, Melbourne Victoria, 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

Application for Enrolment

Onshore International student

(This form should only be completed by overseas students on a student visa or overseas students intending to study in Australia on a student visa and are currently in Australia)

PART A—COURSE SELECTION

Tick	CRICOS Code	Qualification	CRICOS Duration	Tuition Duration	Delivery Location	Tuition Fees	Non-Tuition Fees [^]	Course Fees ^{***}
<input type="checkbox"/>	091606E 091654G	Course Package: Certificate III in Light Vehicle Mechanical Technology + Certificate IV in Automotive Mechanical Technology	95 weeks	77 weeks	Mel- bourne	\$15,500	\$750	\$16,250
<input type="checkbox"/>	091606E 091654G 087170G	Course Package: Certificate III in Light Vehicle Mechanical Technology + Certificate IV in Automotive Mechanical Technology + Diploma of Business	138 weeks	107 weeks	Mel- bourne	\$18,500	\$750	\$19,250
<input type="checkbox"/>	089079G 089046F	Course package: Certificate III in Beauty Services + Diploma of Beauty Therapy	93 weeks	76 weeks	Mel- bourne	\$17,000	\$750	\$17,750
<input type="checkbox"/>	089034K 089046F	Course package: Certificate IV in Beauty Therapy + Diploma of Beauty Therapy	91 weeks	74 weeks	Mel- bourne	\$18,000	\$750	\$18,750
<input type="checkbox"/>	089079G 089034K	Course Package: Certificate III in Beauty Services + Certificate IV in Beauty Therapy	80 weeks	66 weeks	Mel- bourne	\$13,000	\$750	\$13,750
<input type="checkbox"/>	089079G 089034K 089046F	Course package: Certificate III in Beauty Services + Certificate IV in Beauty Therapy + Diploma of Beauty Therapy	96 weeks	78 weeks	Mel- bourne	\$24,000	\$750	\$24,750
<input type="checkbox"/>	096781E 089046F	Course Package: Certificate III Hairdressing + Diploma of Beauty Therapy	166 weeks	132 weeks	Mel- bourne	\$22,000	\$750	\$22,750
<input type="checkbox"/>	069786B 072114E	Course Package: Certificate III in Engineering - Fabrication Trade Certificate IV in Engineering	87 weeks	68 weeks	Mel- bourne	\$17,600	\$750	\$18,350
<input type="checkbox"/>	069786B 0100367	Course Package: Certificate III in Engineering - Fabrication Trade Diploma of Engineering - Technical	115 weeks	90 weeks	Mel- bourne	\$18,500	\$750	\$19,250
<input type="checkbox"/>	072114E 0100367	Course Package: Certificate IV in Engineering Diploma of Engineering - Technical	133 weeks	108 weeks	Mel- bourne	\$19,000	\$750	\$19,750
<input type="checkbox"/>	069786B 072114E 0100367	Course Package: Certificate III in Engineering-Fabrication Trade + Certificate IV in Engineering + Diploma of Engineering -Technical	140 weeks	108 weeks	Mel- bourne	\$22,560	\$750	\$23,310
<input type="checkbox"/>	069786B 072114E 087170G	Course Package: Certificate III Engineering-Fabrication Trade + Certificate IV in Engineering + Diploma of Business	126 weeks	98 weeks	Mel- bourne	\$20,000	\$750	\$20,750

Please select the intake dates below:

	Term 1	Term 2	Term 3	Term 4
First intake start dates	<input type="checkbox"/> 21 Jan 2019	<input type="checkbox"/> 29 Apr 2019	<input type="checkbox"/> 15 July 2019	<input type="checkbox"/> 7 Oct 2019
Second intake start dates	<input type="checkbox"/> 25 Feb 2019	<input type="checkbox"/> 17 Jun 2019	<input type="checkbox"/> 26 Aug 2019	<input type="checkbox"/> 11 Nov 2019

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).

Notes:

[^] Non-tuition fees cover other items not directly related to tuition, this includes Material & Equipment Fees.

* CRICOS duration includes holiday breaks.

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

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
Ph: (03) 9650 0367 Fax: (03) 9654 1049
Postal Address: PO Box 452 Flinders Lane Vic 8009
470 Bourke Street, Melbourne Victoria, 3000 Australia
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

Application for Enrolment
Onshore International student

PART B—APPLICATION INFORMATION

PERSONAL DETAILS & START DATE

Surname: Given names:

Date of birth: Gender: Male Female Other

Nationality: Preferred start date:

Passport number: Place of issue: Passport expiry date:

USUAL HOME COUNTRY RESIDENCE & CONTACT DETAILS

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

Street name: Suburb, locality or town: State:

Postcode: Country: Work Phone: Home Phone:

Mobile: Email: Email (optional):

USUAL RESIDENCE & CONTACT DETAILS IN AUSTRALIA

Are you currently in Australia? Yes No Do you have an Australian address? Yes—Fill in your address below No—Skip to Postal Address

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

Street name: Suburb, locality or town: State:

Postcode: Work phone: Home Phone:

Mobile: Email: Email (optional):

POSTAL ADDRESS— (If the same, write “As above”)

Building name: Flat/Unit number: Street number:

Street name: Suburb, locality or town: PO box:

State: Postcode: Country: Email:

EMERGENCY CONTACT

Name: Relationship:

Address:

Mobile: Telephone: Email:

LANGUAGE & 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 Yes—Please specify

DISABILITY

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

If Yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area): Please refer to the Disability supplement at Page 8 for an explanation of the following disabilities.

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)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9

Never attended school Year 8 or Lower Year 9 or Equivalent

Year 10 or Equivalent Year 11 or Equivalent Year 12 or Equivalent

Are you still enrolled in secondary or senior secondary school? Yes No

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
Ph: (03) 9650 0367 Fax: (03) 9654 1049
Postal Address: PO Box 452 Flinders Lane Vic 8009
470 Bourke Street, Melbourne Victoria, 3000 Australia
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030

Application for Enrolment

Onshore International student

PART B—APPLICATION INFORMATION (Cont'd)

PREVIOUS QUALIFICATION ACHIEVED

Have you **SUCCESSFULLY** completed any of the qualifications listed below? Yes No

If **YES**, tick **ANY** applicable boxes .

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

- | | |
|--|---|
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 524 -Certificate I | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 420-Diploma (or Associate Diploma) |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 521 -Certificate II | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 410-Advanced Diploma or Associate Degree |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 514 -Certificate III (or Trade Certificate) | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 008-Bachelor Degree or Higher Degree |
| <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 511 -Certificate IV (or Advanced Certificate/ Technician) | <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I 990-Other education (including certificates or overseas qualifications not listed above) |

What is your highest qualification?

(Please attach verified copies of certificate and academic transcript)

ENGLISH QUALIFICATION OR EQUIVALENT

Have you studied an ESL/EAL, ELICOS or any other English course in Australia? Yes *(If yes, attach certified evidence)* No

What are your International English Language Testing (IELTS) scores? *(attach certified copy of IELTS evidence)*

Listening: Reading: Writing: Speaking: Overall Band:

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.)

STUDENT SUPPORT SERVICES

Do you require an airport pick-up? (extra fees apply) Yes No

Do you require accommodation arrangements? (extra fees apply) Yes No

Do you require OSHC? (compulsory for all overseas students to have OSHC for the entire duration of their student visa) Yes No

If Yes, what cover do you require? (If family cover is required, please provide details of dependents in a separate attachment) Family Couple Single

HOW DID YOU HEAR ABOUT BAXTER INSTITUTE

- | | | | |
|--|---|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current Baxter Student | <input type="checkbox"/> Friends | <input type="checkbox"/> Media |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Seminar | <input type="checkbox"/> Website | <input type="checkbox"/> Agent :..... |

STUDY REASON

Of the following categories, select the one which **BEST** describes the main reason you are undertaking this course/traineeship/apprenticeship?

Tick ONE box only.

- | | | |
|--|---|---|
| <input type="checkbox"/> 01-To get a job | <input type="checkbox"/> 02-To develop my existing business | <input type="checkbox"/> 03-To start my own business |
| <input type="checkbox"/> 04-To try for a different career | <input type="checkbox"/> 05-To get a better job or promotion | <input type="checkbox"/> 06-It was a requirement of my job |
| <input type="checkbox"/> 07-I wanted extra skills for my job | <input type="checkbox"/> 08-To get into another course of study | <input type="checkbox"/> 12-For personal interest or self development |
| <input type="checkbox"/> 13-To get skills for community/voluntary work | <input type="checkbox"/> 11-Other reasons | <input style="width: 440px; height: 20px;" type="text"/> |

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Postal Address: PO Box 452 Flinders Lane Vic 8009
 470 Bourke Street, Melbourne Victoria, 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030

Application for Enrolment

Onshore International student

PART B—APPLICATION INFORMATION (Cont'd)

EMPLOYMENT

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

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- 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

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 BEST describes the industry of your current or 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 and Food Services
 I—Transport, Postal and Warehousing
 J—Information Media and Telecommunications
 K—Financial and Insurance Services
 L—Rental, Hiring and Real Estate Services
 M—Professional, Scientific and Technical Services
 N—Administrative and Support Services
 O—Public Administration and Safety
 P—Education and Training
 Q—Health Care and Social Assistance
 R—Arts and Recreation Services
 S—Other Services

VICTORIAN STUDENT NUMBER

Are you under 25 ? Yes No

If Yes and attended a Victorian School., provide your Victorian Student Number (VSN)

If No, move to the next section

I don't have/ don't know my VSN

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Baxter Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

I don't have a USI:

Would you like Baxter to create one on your behalf?

No—I will do it myself

Yes—Please complete form SS163.b and submit it to Baxter together with this application form.

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>.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Postal Address: PO Box 452 Flinders Lane Vic 8009
 470 Bourke Street, Melbourne Victoria, 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030

Application for Enrolment
Onshore International student

PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION
OTHER FEES

Enrolment fee ¹	\$ 200	Excursion Fee	Subject to activity
RPL initial consulting fee	\$ 300	Credit Transfer	No charge
RPL assessment fee	subject to course selection	Replace ID card	\$ 15
*OSHC Single	\$ 596 / year	Replace Certificate	\$ 30
*OSHC Family	\$ 3,091 / year	Extension of CoE ⁴	\$ 250 / week
*OSHC Couples	\$ 2,120 / year	Logbook replacement	\$ 75
Deferral Fee ^{1,2}	\$ 200	Request postage of documents	\$ 20 (within Australia) or overseas postage is subject to location
Re-assessment Fee ³	\$ 150	Early completion mode ⁵	Tuition fee per study period
Repeat unit Fee ³	Same as at time of enrolment	Printing and copy (B&W) ⁶	\$0.10/A4 sheet and \$0.20/A3 sheet
Refund processing fee	\$ 300	Printing and copy (colour) ⁶	\$0.50/A4 sheet and \$1.00/A3 sheet
Charges for late payment	N/A	*Airport pick-up (one way)	\$ 150 (Inc. GST)

¹ Fees are non-refundable

² Subsequent deferrals will incur a deferral fee.

³ 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.

⁴ 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".

⁵ 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.

⁶ 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).

Only send the application fee with the application form to our postal address or in person at our Head Office

Please make your application fee payment by bank cheque, credit card or telegraphic transfer.

Our bank details

Account Name:	Sheila Baxter Training Centre Pty Ltd	BSB:	013006
Account Number :	841688807	Bank Name:	ANZ
Swift Code :	ANZBAU3M	Bank address:	388 Collins Street , Melbourne VIC 3000

REFUND POLICY AND TUITION FEES PAYMENT

- Refund applications must be made by completing a Refund Application form FN108 and sending it to the Finance Department of Baxter Institute. The student Refund Application Form is available from Baxter Institute Student Support Service or the Institute website. The Refund Application Form must be submitted via email to refunds@baxter.vic.edu.au, in person or fax (03) 9654 1049, attention "Finance Department". Whether you are entitled to a refund or not, you will receive written notification of the outcome within 20 working days of receipt of the refund application which will include 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 referred below), the refund will be paid to you or another person you nominate in writing. If a credit card is used to make payment(s), Baxter 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.a" must be provided. For refund calculations, other than a student visa refusal, the refund is based on the commencement date of the first eCoE for that particular visa application, OR the commencement date of the CoE for which a visa is granted. In the instance that an eCOE was not issued, the refund will be based on the commencement date of the first Letter of Offer (LOF). Any deferred or subsequent COEs or LOFs will not be considered for the purposes of calculating a refund. The table below summarises the refund amount and reasons for refund.

Student has been refused an Australian Student Visa and has not started the course (refusal letter required) [^]	100% refund *
Student has been refused an Australian Student Visa and has started the course (refusal letter required to determine default date) [^]	100% refund **
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 ^{1,2}
Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)	50% refund ^{1,2}
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 ¹
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 ¹

[^] A refusal letter includes the 'notification of refusal of application' and the 'Decision Record' outlining why the applicant's visa application has been refused.

* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.

** 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).

¹ 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.

² 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)

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute

Ph: (03) 9650 0367 Fax: (03) 9654 1049

Postal Address: PO Box 452 Flinders Lane Vic 8009

470 Bourke Street, Melbourne Victoria, 3000 Australia

ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030

Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

**Application for Enrolment
Onshore International student**
PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION (Cont'd)
REFUND POLICY AND PAYMENT OF TUITION FEES (Cond't)

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, you will be notified of the default in writing within three business days of the default occurring. You will be offered a refund of all the unspent tuition fees and if you accept the refund will be paid to you within 14 working days from the day the default occurred (provider default). Alternatively, the Institute may offer you enrolment in another course, for which you must meet all the entry requirements, at no extra cost. You have the right to choose whether you would prefer a refund of unspent tuition fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. Where the Institute is unable to meet its obligations of providing you with a refund or an alternate course you will benefit from the Tuition Protection Services (TPS), which is an initiative of the Australian Government to assist international students whose providers are unable to fully deliver their course of study. The TPS will contact you and place you in a suitable alternative course at another education provider at no extra cost. If there are no suitable alternative courses or offers, you may apply for a refund of the amount of any unspent tuition fees. For further information please visit the following link: <https://tps.gov.au/StaticContent/Get/StudentInformation>
3. Fees not listed in this refund section are not refundable. Prior to your enrolment, fees may be altered without notice. Once you have 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 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 of course money. Student tuition fees are safeguarded by insurance and assurance schemes mandated by Australian Legislation.
5. Tuition fees are incurred when each study period for the course commences. Baxter Institute may offer installment payments on the basis that the payments will be made on the scheduled dates. If you are in breach of your payment schedule agreement, the Institute has the right to cancel the agreement and request the entire payment for fees owed. The Institute's cancellation process will also take effect as this is a breach of the Written Agreement and the Institute's Code of Behaviour for students.
6. The Institute has the right under the ESOS Act to refuse to provide you with a course if you directly or indirectly fail to pay an amount you owe the provider to undertake the course.
7. If you are enrolled and obtained permission to transfer to another course within Baxter Institute, all unspent tuition fees paid will be credited to the new course.
8. Prior to commencing a course with the Institute, you must pay the total of the minimum payment stated in their Student Written Agreement and any outstanding debts (if any). Please note, 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).
9. 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.
10. Payment made towards Overseas Student Healthcare Cover (OSHC) is subject to the OSHC provider's refund policy and procedures .
11. There will be no tuition fee reduction/exemption granted for students who complete a unit of competency/qualification earlier than the proposed end date.

PRIVACY STATEMENT

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 Baxter Institute for statistical, regulatory and research purposes. Baxter Institute may disclose your personal information for these purposes to third parties, including:

- 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.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

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 <https://www.ncver.edu.au/>).

TRANSFER-IN STUDENT

This section must be read in conjunction with policy **P07- Student transfer**.

I have read and fully understood the Department of Home Affairs 's policy regarding "Changing courses and education providers"?

(The policy is available at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>)

By ticking the box, you will be issued a conditional offer based on your personal circumstances, please refer to P07- Student transfer for further details.

If no, the Institute at its absolute discretion may choose not to process your application, as by changing courses and education providers you could be at risk of not meeting the conditions of your current student visa.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
Ph: (03) 9650 0367 Fax: (03) 9654 1049
Postal Address: PO Box 452 Flinders Lane Vic 8009
470 Bourke Street, Melbourne Victoria, 3000 Australia
ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

Application for Enrolment

Onshore International student

PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION (Cont'd)**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.
 I acknowledge and agree to the refund policy and other terms described this enrolment form.

Student Signature:

Printed Name:

Date:

PROVIDER OFFER (FOR OFFICE USE) Offer - list CRICOS codes No offer

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

Admissions Manager Signature:

Printed Name:

Date:

Certified copies received:

 Yes No

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Postal Address: PO Box 452 Flinders Lane Vic 8009
 470 Bourke Street, Melbourne Victoria, 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

Application for Enrolment
Onshore International student
Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 Postal Address: PO Box 452 Flinders Lane Vic 8009
 470 Bourke Street, Melbourne Victoria, 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au