

Application for Enrolment

Full Fee for Service

(This form applies to domestic full fee applicants or applicants who are not on international student visa)

PART A—COURSE SELECTION

Tick	Qualification	Course Duration*	Tuition Duration	Delivery Location	Tuition Fees	Non-Tuition Fees [^]	Course Fees***
<input type="checkbox"/>	MEM30305 Certificate III in Engineering-Fabrication Trade	62 weeks	50 weeks	Melbourne	\$13,600	\$750	\$14,350
<input type="checkbox"/>	MEM40105 Certificate IV in Engineering	80 weeks	68 weeks	Melbourne	\$15,400	\$750	\$16,350
<input type="checkbox"/>	MEM50212 Diploma of Engineering - Technical	52 weeks	42 weeks	Melbourne	\$15,600	\$750	\$16,350
<input type="checkbox"/>	AUR30616 Certificate III in Light Vehicle Mechanical Technology	64 weeks	52 weeks	Melbourne	\$11,500	\$750	\$12,250
<input type="checkbox"/>	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	28 weeks	25 weeks	Melbourne	\$7,000	\$750	\$7,750
<input type="checkbox"/>	SHB30416 Certificate III in Hairdressing	78 weeks	62 weeks	Melbourne	\$11,250	\$750	\$12,000
<input type="checkbox"/>	SHB30315 Certificate III in Nail Technology	52 weeks	42 weeks	Melbourne	\$6,800	\$750	\$7,550
<input type="checkbox"/>	SHB30115 Certificate III in Beauty Services	52 weeks	42 weeks	Melbourne	\$6,200	\$750	\$6,950
<input type="checkbox"/>	SHB40115 Certificate IV in Beauty Therapy	70 weeks	58 weeks	Melbourne	\$9,900	\$750	\$10,650
<input type="checkbox"/>	SHB50115 Diploma of Beauty Therapy	85 weeks	70 weeks	Melbourne	\$13,500	\$750	\$14,250
<input type="checkbox"/>	FBP30517 Certificate III in Baking	64 weeks	52 weeks	Melbourne	\$10,000	\$450	\$10,450
<input type="checkbox"/>	FBP40217 Certificate IV in Baking	40 weeks	32 weeks	Melbourne	\$12,800	\$450	\$13,250
<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping	52 weeks	42 weeks	Melbourne	\$4,500	\$350	\$4,850
<input type="checkbox"/>	FNS50217 Diploma of Accounting	52 weeks	42 weeks	Melbourne	\$6,800	\$350	\$7,150
<input type="checkbox"/>	FNS60217 Advanced Diploma of Accounting	62 weeks	52 weeks	Melbourne	\$5,600	\$350	\$5,950

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.

* Course duration includes holiday breaks.

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

Campus location:

Study mode:

Full Time

Part Time

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 RT0: 7030
 Email: admissions@baxter.vic.edu.au Website: www.baxter.vic.edu.au

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PART A—COURSE SELECTION

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<input type="checkbox"/>	Course Package: Certificate III in Light Vehicle Mechanical Technology + Certificate IV in Automotive Mechanical Diagnosis	95 weeks	77 weeks	Melbourne	\$14,000	\$750	\$14,750
<input type="checkbox"/>	Course Package: Certificate III in Light Vehicle Mechanical Technology + Certificate IV in Automotive Mechanical Diagnosis + Diploma of Business	140 weeks	107 weeks	Melbourne	\$17,750	\$750	\$18,500
<input type="checkbox"/>	Course package: Certificate III in Beauty Services + Diploma of Beauty Therapy	93 weeks	76 weeks	Melbourne	\$17,000	\$750	\$17,750
<input type="checkbox"/>	Course package: Certificate IV in Beauty Therapy + Diploma of Beauty Therapy	91 weeks	74 weeks	Melbourne	\$18,000	\$750	\$18,750
<input type="checkbox"/>	Course Package: Certificate III in Beauty Services + Certificate IV in Beauty Therapy	80 weeks	66 weeks	Melbourne	\$13,000	\$750	\$13,750
<input type="checkbox"/>	Course package: Certificate III in Beauty Services + Certificate IV in Beauty Therapy + Diploma of Beauty Therapy	96 weeks	78 weeks	Melbourne	\$24,000	\$750	\$24,750
<input type="checkbox"/>	Course Package: Certificate III Hairdressing + Diploma of Beauty Therapy	166 weeks	127 weeks	Melbourne	\$19,700	\$750	\$20,450
<input type="checkbox"/>	Course Package: Certificate III in Engineering - Fabrication Trade Certificate IV in Engineering	87 weeks	68 weeks	Melbourne	\$17,000	\$750	\$17,750
<input type="checkbox"/>	Course Package: Certificate III in Engineering - Fabrication Trade Diploma of Engineering - Technical	115 weeks	90 weeks	Melbourne	\$17,800	\$750	\$18,550
<input type="checkbox"/>	Course Package: Certificate IV in Engineering Diploma of Engineering - Technical	133 weeks	108 weeks	Melbourne	\$18,200	\$750	\$18,950
<input type="checkbox"/>	Course Package: Certificate III in Engineering-Fabrication Trade + Certificate IV in Engineering + Diploma of Engineering –Technical	140 weeks	108 weeks	Melbourne	\$21,000	\$750	\$21,750
<input type="checkbox"/>	Course Package: Certificate III in Engineering -Fabrication Trade + Certificate IV in Engineering + Diploma of Business	126 weeks	98 weeks	Melbourne	\$19,000	\$950	\$19,950

Please select the intake dates below:

Term 1

Term 2

Term 3

Term 4

First intake start dates

21 Jan 2019

29 Apr 2019

15 July 2019

7 Oct 2019

Second intake start dates

25 Feb 2019

17 Jun 2019

26 Aug 2019

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.

* Course duration includes holiday breaks.

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

Campus location:

Study mode:

Full Time

Part Time

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PART B—APPLICATION INFORMATION

PERSONAL DETAILS

Family Name: Given Name:
 Date of Birth: Sex: (Tick one box) Female Male
 Other
 Nationality: Preferred start date:
 Passport number: Place of issue: Passport expiry date:

USUAL RESIDENCE & CONTACT DETAILS IN AUSTRALIA

Building/property name: Flat/Unit number: Street or Lot number:
 Street name: Suburb, locality or town: State:
 Postcode: Work phone: Home phone:
 Mobile: Email: Email (alternative) (optional):

POSTAL ADDRESS— (If the same, write as above)

Building/property name: Flat/Unit number: Street number:
 Street name: Suburb, locality or town: State/Territory:
 PO box or roadside delivery box: Postcode: Email:

EMERGENCY CONTACT

Name: Relationship:
 Address:
 Mobile: Telephone: Email:

LANGUAGE AND 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—You can skip the next question Yes, Other— Please specify
 Are you of Aboriginal Origin or Torres Strait Islander origin? (For persons of both aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)
 No Yes, Aboriginal Yes, Torres Strait Islander

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 education? Yes No

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If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter Institute reception/student support hub how to in person or email reception@baxter.vic.edu.au, otherwise we may not be able to contact you with important information. Only changing your address via the student portal will be accepted.

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PART B—APPLICATION INFORMATION (Cont'd)

STUDY REASON

Of the following categories, which **BEST** describes your main reason for undertaking this course? *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 type="text"/> | |

PREVIOUS QUALIFICATION ACHIEVED

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

If **YES**, please enter one of these Prior Education Achievement Recognition Identifiers to any applicable qualification level.

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

- | | |
|--|---|
| <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?

EMPLOYMENT

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

- | | | |
|--|---|---|
| <input type="checkbox"/> 01-Full time employee | <input type="checkbox"/> 04-Self-employed-employing others | <input type="checkbox"/> 07-Unemployed-seeking part time work |
| <input type="checkbox"/> 02-Part time employee | <input type="checkbox"/> 05-Employed-unpaid worker in a family business | <input type="checkbox"/> 08-Not employed-not seeking employment |
| <input type="checkbox"/> 03-Self-employed not employing others | <input type="checkbox"/> 06-Unemployed seeking full time work | |

Which of the following classifications **BEST** describes your current or recent occupation? *(Tick ONE box only. Skip this question if unemployed)*

- | | | |
|---|--|--|
| <input type="checkbox"/> 1—Managers | <input type="checkbox"/> 2—Professionals | <input type="checkbox"/> 3—Technicians and Trade Workers |
| <input type="checkbox"/> 4—Community and Personal Service Workers | <input type="checkbox"/> 5—Clerical and Administrative Workers | <input type="checkbox"/> 6—Sales Workers |
| <input type="checkbox"/> 7—Machinery Operators and Drivers | <input type="checkbox"/> 8—Labourers | <input type="checkbox"/> 9—Other <input type="text"/> |

Which of the following classifications **BEST** describes the Industry of your current/previous Employer?

(Tick ONE box only. Skip this question if unemployed)

- | | | |
|--|--|--|
| <input type="checkbox"/> A—Agriculture, Forestry and Fishing | <input type="checkbox"/> B—Mining | <input type="checkbox"/> C—Manufacturing |
| <input type="checkbox"/> D—Electricity, Gas, Water and Waste Services | <input type="checkbox"/> E—Construction | <input type="checkbox"/> F—Wholesale Trade |
| <input type="checkbox"/> G—Retail Trade | <input type="checkbox"/> H—Accommodation & Food Services | <input type="checkbox"/> I—Transport, Postal & Warehousing |
| <input type="checkbox"/> J—Information Media & Telecommunications | <input type="checkbox"/> K—Financial and Insurance Services | <input type="checkbox"/> L—Rental, Hiring & Real Estate Services |
| <input type="checkbox"/> M—Professional, Scientific & Technical Services | <input type="checkbox"/> N—Administrative & Support Services | <input type="checkbox"/> O—Public Administration and Safety |
| <input type="checkbox"/> P—Education and Training | <input type="checkbox"/> Q—Health Care & Social Assistance | <input type="checkbox"/> R—Arts and Recreation Services |
| <input type="checkbox"/> S—Other Services <input type="text"/> | | |

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PART B—APPLICATION INFORMATION (Cont'd)

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.)

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, we [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 NCVER. 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—Fill in form SS163.b & submit with this application

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>.

HOW DID YOU HEAR ABOUT BAXTER INSTITUTE

- Advertisement
- Current Baxter Student
- Friends
- Media
- Exhibition
- Seminar
- Website
- Agent :.....

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If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter Institute reception/student support hub how to in person or email reception@baxter.vic.edu.au, otherwise we may not be able to contact you with important information. Only changing your address via the student portal will be accepted.

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PART C—FEES, REFUNDS, POLICY INFORMATION & STUDENT DECLARATION

REFUND POLICY AND TUITION FEES PAYMENT

1. Refund applications must be made by completing Refund Application form FN108 and sending it to the Finance Department of the Institute. The Refund Application Form is available from Baxter Institute/ or the website. Refund application form must be submitted in person, by fax (03) 9654 1049 or by email to refunds@baxter.vic.edu.au (attention "Finance Department"). Whether the student is entitled to a refund or not, they will receive a written notification of the outcome which includes 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, refer below), the refund will be paid to the student or another person nominated in writing by the student. If a credit card is used to make payment(s), the 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.b" must be provided. Any refunds listed in the table below are minus the non-refundable enrolment fee of \$100, payable at course commencement. This fee covers all the administration required for enrolment.

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

** 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 *}

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)

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, the student will be notified of the default in writing within 3 business days of the default occurring. The student will be offered a refund of all unspent tuition fees and if they accept, the refund will be paid to the student within 14 working days from the day the default occurred (provider default). Alternatively, the student may be offered enrolment in another course by the Institute at no extra cost, provided that all entry requirements are met. The student has the right to choose whether they would prefer a refund of unspent tuition fees, or to accept a place in another course. If the student chooses placement in another course, he/she will be asked to sign a document to confirm the acceptance of the placement.

3. Fees not listed in this refund section are not refundable. Prior to a student enrolling, fees may be altered without notice. Once a student has 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 will be required 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. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.

5. Tuition fees incur when each study period of the course commences. Baxter Institute may offer installment payments on the basis that the payments will be made on the scheduled dates. If a student is in breach of their payment schedule agreement, the Institute has the right to cancel the agreement and request entire payment for fees owed, also, the Institute's cancellation process will take effect as this is a breach of the Written Agreement and the Institute's Code of Behaviour for students.

6. If an enrolled student obtains permission to transfer to another course within Baxter Institute, all unspent tuition fees paid will be credited to the new course.

7. Prior to commencing a course with the Institute, students must pay the total of the minimum payment stated in their student written agreement and any outstanding debts (if any). 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)

8. 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.

9. There will be no tuition fee reduction/exemption granted for students who complete a unit of competency/qualification earlier than the proposed end date.

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PART C—FEES, REFUND, POLICY INFORMATION & STUDENT DECLARATION (Cont'd)

OTHER POSSIBLE FEES

Enrolment fee ¹	\$ 100	Excursion Fee	Up to \$ 50 (subject to activity)
RPL initial consulting fee	\$ 300	Credit Transfer	No charge
RPL assessment fee	subject to course selection	Replace ID card	\$ 15
Deferral Fee ^{1,2}	\$ 200	Replace Certificate	\$ 30
Re-assessment Fee ³	\$ 150	Extension of CoE ⁴	\$ 250 / week
Repeat unit Fee ³	Same as at time of enrolment	Logbook replacement	\$ 75
Refund processing fee	\$ 300	Request postage of documents	\$ 20 (within Australia) or overseas postage is subject to location
Charges for late payment	N/A	Early completion mode ⁵	Tuition fee per study period
		Printing and copy (B&W) ⁶	\$0.10/A4 sheet and \$0.20/A3 sheet
		Printing and copy (colour) ⁶	\$0.50/A4 sheet and \$1.00/A3 sheet

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).

ENROLMENT TERMS AND CONDITIONS

- Incomplete enrolment forms will not be processed and will be returned to the student. The application fee must be paid with the enrolment form. An enrolment is not confirmed until the application fee has been paid. The application fee is non-refundable.
- Tuition fees are due at the commencement of each study period. In some circumstances and with prior arrangement, tuition fees can be paid in installments.
- Students must attend a compulsory orientation before the commencement of the course.
- Students must return a signed copy of their training plan to Baxter Institute on orientation day before commencing the course.
- Students must notify the institute immediately of any changes to their contact details.
- The material and equipment fee must be paid prior to the course commencement and is not refundable after the commencement of the course.
- Students are responsible for all training materials and equipment. If lost or damaged, it is the student's responsibility to replace the materials at their own expense.
- Students are responsible for all personal belongings. If lost or stolen, the Institute holds no liability.
- Students are required to wear a compulsory uniform depending on their course selection. Students will receive respective uniforms on orientation day.
- Students who have outstanding tuition fees will not be issued official documents such as statement of attainment, record of results and or certificates.
- Baxter Institute reserves the right to take legal action to collect outstanding fees. Privacy and confidentiality will be maintained and protected.
- Students are expected to comply with all Policies and Procedures of the Institute. For further information, students must visit the website.
- Students agree to be bound by the Institute rules and regulations and to follow acceptable codes of behavior, attendance and academic performance and show due concern for other students.
- Students must keep themselves up-to-date with Baxter Institute's latest Policies and Procedures (that are subject to change) via the institute's website.

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STUDENT ENROLMENT PRIVACY NOTICE

1. 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 the Institute for statistical, regulatory and research purposes. Baxter Institute may disclose your personal information for these purposes to third parties, including: School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; 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.

2. Personal information disclosed to NCVER may be used or disclosed for the following purposes: Issuing a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation.

3. 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 www.ncver.edu.au).

For further information, please contact Baxter Institute’s Student Support Centre in the first instance by phone 03 9650 0367 or email management@baxter.vic.edu.au. For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://education.vic.gov.au/Pages/privacypolicy.aspx>

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.

Student Name:	<input type="text"/>	Date:	<input type="text" value="DD/MM/YYYY"/>
Student Signature:	<input type="text"/>		
Name of Parent/Guardian:	<input type="text"/>		
Parent/ Guardian Signature:	<input type="text"/>	Date:	<input type="text" value="DD/MM/YYYY"/>

PROVIDER OFFER (FOR OFFICE USE)

Offer - List Course codes _____ No offer

Name of the authorised Institute staff 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

Full Fee for Service

(This form applies to domestic full fee applicants or applicants who are not on international student visa)

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.

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