

**Request to Commence Course**  
(form is for current student’s use only)

**Student Details**

Student ID:  Date of Birth:

Family Name:  Given Name:

E-mail:  Mobile:

**Course Details**

Current Course Code:  Course Name:

Original Start of the course applying to commence: ...../...../20.....

Course applying to commence early:  Course Code:

**Student Declaration**

UNIT NAME	SELECTED START DATE	FINISH DATE

\*Student must submit form 3 working days before class start date

**I acknowledge the following:**

- CoE will be revised according to the new start date
- I have to complete the course within the duration of the specified date on the revised/new CoE
- The revised/new CoE will be sent to me via email. It is my responsibility to inform DIAC about the changes to my CoE.
- Full course fees will be incurred on the selected start date
- I will be disallowed to continue with the unit if I am absent in the first or last lesson of the unit without written prior approval from the school
- A fee of \$700 (Hairdressing Course only) will apply for students re-registering for a unit in which they received a mark of NYC and poor attendance of below 70% without a compelling reason. *(whether or not reason is compelling is up to discretion of Baxter Institute Management)*

Student signature:..... Date: ...../...../20.....

**FOR OFFICE USE**

Date of Submission:  Administrator Signature:   
(verify start date of course)

**Approval**

<sup>1</sup>Signature of Finance Manager: ..... Approval granted: Yes  No

<sup>2</sup>Revise CoE & update student database: ...../...../20.....

Comments: .....

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