

Form SS115.a



CANCELLATION FORM (This form is for International Students ONLY)

Submission:

Submit form NO less than 21 working days prior to cancellation commencing date requested.

NOTE: If you wish to transfer to another training provider within 6 months of your principle course, you MUST complete the form SS118 Letter of Release Application AND this form. Please refer to P07 Student Transfer (available on Baxter Institute's website).

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 Code: Course Name:

Has your course commenced? Yes — Date of last day attended class: DD / MM / YYYY
 No — Commencement date: DD / MM / YYYY

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. Students who cancel their enrolment and think they are due for refunds may choose 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. 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.

Reasons for cancellation (tick if applicable):

- Student Visa refusal
- Student has breached his/her visa conditions
- No study rights
- Visa status has changed
- Student is returning to home country
- Student has completed six months of the principal course (highest course enrolment on the student's initial visa-Transfer out)
- Other. Please specify:

When applying for a course cancellation, student must attach documental evidence that supports their reasons for cancelling. Documental evidence can include, but is not limited to: e-ticket and custom stamp upon arrival if student is returning to home country; formal documentation proving that the student's visa circumstances have changed. Failure to provide sufficient documental evidence will delay the processing time and/or result in the application being denied. Please refer to Policy P13 Deferral, Suspension or Cancellation of Enrolment for more information regarding the process of verifying students' evidence.

- Do you have evidence to support the reasons/ circumstances outlined? Yes — Please attach supporting documents to this application
 No — If evidence is not provided, the application is likely to be invalid
(e.g. Visa refusal letter)

Why are you making this request? (Please write in your own words):

If approved, the Institute will report your cancellation to the Department of Education and Training and Home Affairs within 10 working days. This action will affect the status of your visa. If you require more information as to how this action may affect your visa status, contact your Department of Education and Training and Home Affairs helpline 131 881. For students registering a new course, a new CoE will be issued.

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. I understand that I need to provide documental evidence supporting my claims.
- I understand that I have the opportunity to complete an internal appeal process in accordance with Baxter Institute P08 Complaint and Appeal available on Institute website: <https://www.baxter.vic.edu.au/policies/> if I wish to.

Student Signature:

Date: DD / MM / YYYY

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

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

New Course Code: Course Name:

Preferred Start Date:

- 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.

FOR OFFICE USE ONLY

Date of Submission: Submitted to: Signature:

Finance check: Finance Officer: Signature:

Comments:

Cancellation Approved: Yes No

Approving Officer's name: Position:

Approving Officer's signature: Date:

E-mail sent on: PRISMS Updated by: Date:

SMS Updated by: Date:

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