

Application for Enrolment

PART A—APPLICATION INFORMATION

Select Course	CRICOS Code	Qualification	Course Duration*	Fees
<input type="radio"/>	063794F	WRH20106 Certificate II in Hairdressing	8 weeks	\$AU 2,000
<input type="radio"/>	063795E	WRH30106 Certificate III in Hairdressing	60 weeks	\$AU 11,999
<input type="radio"/>	060760G	WRH40106 Certificate IV in Hairdressing	18 weeks	\$AU 5,000
<input type="radio"/>	063796D	WRH50106 Diploma of Hairdressing Salon Management	26 weeks	\$AU 7,000
<input type="radio"/>		Course Package—Certificate III + IV + Diploma of Hairdressing Salon Management	104 weeks	\$AU 23,999
<input type="radio"/>	069791E	WRB20104 Certificate II in Nail Technology	12 weeks	\$AU 4,000
<input type="radio"/>	069792D	WRB20204 Certificate II in Make up Services	12 weeks	\$AU 4,000
<input type="radio"/>	056662K	WRB30104 Certificate III in Beauty Services	40 weeks	\$AU 7,999
<input type="radio"/>	056774B	WRB40105 Certificate IV in Beauty Therapy	50 weeks	\$AU 11,999
<input type="radio"/>	056775A	WRB50105 Diploma of Beauty Therapy	56 weeks	\$AU 13,999
<input type="radio"/>	069787A	21936VIC Certificate I in ESL	28 weeks	\$AU 6,000
<input type="radio"/>	069788M	21932VIC Certificate II in ESL	28 weeks	\$AU 6,000
<input type="radio"/>	069789K	21939VIC Certificate III in ESL	28 weeks	\$AU 6,000
<input type="radio"/>	069790F	21940VIC Certificate IV in ESL	28 weeks	\$AU 6,000
<input type="radio"/>	069782F	BSB40207 Certificate IV in Business	28 weeks	\$AU 4,000
<input type="radio"/>	069783E	BSB50207 Diploma of Business	38 weeks	\$AU 9,000
<input type="radio"/>		Course Package—Certificate IV + Diploma of Business	66 weeks	\$AU 9,500
<input type="radio"/>	069784D	AUR30405 Certificate III in Automotive Mechanical Technology	80 weeks	\$AU 15,999
<input type="radio"/>	069785C	AUR40205 Certificate IV in Automotive Technology	38 weeks	\$AU 9,599
<input type="radio"/>		Course Package—Certificate III in Automotive Mechanical Technology + Diploma of Business	118 weeks	\$AU 24,999
<input type="radio"/>	069781G	FDF30703 Certificate III in Food Processing	62 weeks	\$AU 15,999
<input type="radio"/>		Course Package—Certificate III in Food Processing + Diploma of Business	100 weeks	\$AU 24,999
<input type="radio"/>	069786B	MEM30305 Certificate III in Engineering	62 weeks	\$AU 15,999
<input type="radio"/>		Course Package—Certificate III in Engineering Fabrication Trade + Diploma of Business	100 weeks	\$AU 24,999

* Including Holidays

Sheila Baxter Training Centre Pty Ltd
 100 Flinders Street Melbourne
 Victoria 3000 Australia
 ABN 51 006 374 241 RTO: 7030
 Cricos Provider Code: 02233M

Phone: (03) 9650 0367
 Fax: (03) 9654 1049
 E-mail: applications@sheilabaxter.com.au
 Website: <http://www.baxter.vic.edu.au>

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PART A—APPLICATION INFORMATION

Personal Details

Surname:

Date of Birth: / /..... Male Female

Given Name:

Nationality:

What is your address in your home country?

Tel: Fax:

Mob:

Email:

Passport Number:

What are your Australian Contact Details?

Tel: Fax:

Mob:

Email:

Health Problems No Yes (if yes please describe)

Who should we contact in an emergency?

Name:

Tel: Fax:

Relationship:

Mob:

Address:

Email:

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PART B—EDUCATION AND EXPERIENCE

Highest Qualification

English exams completed and score

*(Attach verified copies of academic results)

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 Training Manager for further information.

Have you been employed in the area covered by the course applied for? No Yes

(if you have, you may be eligible for recognition of prior learning. Contact the Training Manager for further information.)

What are your International English Language Testing (IELTS) scores? (attach evidence)

 Listening Reading Writing Speaking
 Overall Band Score

Tell us the reason you want to take our course

 Career Academic Personal

Other reason to take the course

So we can arrange your equipment kit please indicate if you are left or right handed Left Right

Overseas student health cover required (compulsory for all overseas students)

 Single Family (if family cover is required provide details of dependents in a separate attachment)

Do you require an airport pickup? (extra fees apply)

 No Yes

Do you require accommodation arrangements?(extra fees apply)

 No Yes

Where did you hear about us?

Preferred Start Date?

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 student information section of the prospectus which is on our website.

PART C—OTHER FEES

Application Fee (not refundable)	A\$300	Materials Fee (not refundable)	A\$600
Assessment Re-sit fee (3 attempts) ¹	nil	Equipment Kit fee/Text Book/ Uniform (not refundable)	A\$1200
Bank Transfer Fee	what the bank charges	Written Agreement Variation Fee	No charge
Airport Meeting	contact staff for details	Accommodation Services	contact staff for details

Only send the application fee with the application form to our postal address or in person to our street address

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

Our bank details

Bank Name—**Bendigo Bank**Account Name—**Sheila Baxter Training Centre**BSB - **633-000** Account Number - **136043676**Swift CODE: **BENDAU 3B**

¹Students are entitled to 3 assessment attempts for each unit. If the student is unsuccessful after 3 assessment attempts they will be required to repeat the unit and pay the repeat unit fee. Students found to have cheated or plagiarized work will not be entitled to re-sit assessments, instead they will be required to repeat the unit and pay the repeat unit fee. More details are in the Student prospectus and the Student Handbook.

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PART D—INSTITUTE CONTACT DETAILS

Postal Address: 100 Flinders Street Melbourne, Victoria, Australia 3000
 Phone: +61 3 9650 0367
 Fax: +61 3 9654 1049
 Email: applications@sheilabaxter.com.au
 Web: http://www.baxter.vic.edu.au

Send the completed application form along with the application fee to the above address.

Student Signature:

Date: / / 20....

Printed Name:

PART E—REFUND INFORMATION

- Refund applications must be made in writing to the Institute. The student refund application form, available from the Institute, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. An application fee of \$300 is not refundable.
 - Visa refused, 100% refund of course fees
 - Course cancelled or rescheduled by Baxter Institute 100% refund of course fees
 - Withdrawal notified in writing and received by the Institute 28 days or more prior to semester commencement 70% refund of course fees
 - Withdrawal notified in writing and received by the Institute less than 28 days prior to semester commencement and before the commencement date 50% refund of course fees
 - Withdrawals notified in writing and received by the Institute on the commencement Date of after the semester commences (student default) No refund of current semester course fees
- In the unlikely event that the Institute is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the Institute at no extra cost to you. You have the right to choose whether you would prefer a full refund of course 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. If the Institute is unable to provide a refund or place you in an alternative course, our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
- Fees not listed in this refund section are not refundable. Prior to a student enrolling, fees maybe altered without notice. Once a student has completed enrolment, fees will not be subjected to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

PART F—PROVIDER OFFER (FOR OFFICE USE)

Offer - list CRICOS codes

No offer

Admissions Manager Signature:

Date: / / 20....

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

Application fee of A\$300 received: Yes No

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