

Enrolment Terms and Conditions

Application fee for Courses

All Sydney Institute of Traditional Chinese Medicine course applicants must pay a non-refundable application fee of AUD\$265.00 inclusive of student association membership.

Tuition Fees

Tuition fees DO cover the charges for tuition administration.

Tuition fees DO NOT cover the charges for registration fee for vocational courses, accommodation, living expenses, textbooks, uniforms, and stationery, and equipment, external examinations.

If fees are not paid by the due date, a late fee of \$250 may be charged and students may lose their place in the course.

Transfer of Fees No fees will be transferred to other external institutions or persons.

Cancellation & Refund policy

1. If an application for a student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The course enrolment fee will not be refunded.
2. If a student withdraws from a course and supplies the Institute written notification of more than 28 days before the course commencement date, 80% of the total course fees paid will be refunded. The course enrolment fee will not be refunded.
3. If a student withdraws from a course less than 28 days before the course commencement date, 60% of the total course fees paid will be refunded. The course enrolment fee will not be refunded.
4. If a student withdraws from a course at anytime after the commencement date of the course **No Refund** will be made.
5. As a member of the ACPET OSTAS if we are unable to fulfil our obligations to complete a course, the international student will be offered a no cost enrolment into another ACPET OSTAS member Institute.
6. We undertake to make payment of all refunds within **28 days** of receipt of a written application for refund.

Refunds Paid If SITCM defaults:

1. On the offered course does not start on the published or agreed starting day.
2. On the a course that stops being provided after it starts and before it is completed or if a course is not provided fully to the student because we have had a sanction imposed by either VETAB or DEST under either and or the AQTF and the ESOS Act 2000.
3. We will pay a full refund to all international students within two weeks after the default day. We will provide all students with a statement that explains how the refund amount has been calculated.
4. Students are not permitted transfer course fees to another student.
5. Students cannot transfer to another course at another institution within the first twelve months of commencement of a course.

Note: The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer. **"This agreement does not remove the right to take further action under Australia's consumer protection laws for unpaid and overdue fees."**

English language proficiency & Minimum scores

To gain admission into course students must demonstrate English language proficiency. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years. IELTS is the preferred test for English proficiency.

International English Language Testing System (IELTS) - A total score of 6.0 with a minimum score of 5.5 in each component is required. Some courses require higher English test scores. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this application.

Academic qualifications & Recognition of Prior Learning

SITCM offers courses at different levels. Different academic qualifications are required for each level. For more course information details see the relevant course outline or our web site. Enrolling students can apply for **recognition of prior learning (RPL)** for whole competencies and up to a limit of 50% of the course they enrol in. **Note** that the awarding does not shorten the overall course duration as students will be required to participate in further practical clinic time due to the nature and structure of the courses.

Arrival and orientation

If students are enrolled in a vocational course, they are required to arrive one to two weeks prior to course commencement for enrolment and orientation programs. If students do not attend the study skills workshops and later in the

semester require assistance, there will be a fee charged.

Attendance/Academic Performance

Regular attendance is a requirement for all students. All overseas students must attend a minimum of 80 per cent of classes to qualify for a certificate and meet student visa regulations. If students do not make satisfactory academic progress they may not be allowed to continue or to re-enrol.

Course transfer

The student cannot transfer from an allocated course during their first semester.

Change of Address

International students are required notify the Institute within seven days of their change of address. Failure to do so may lead to the cancellation of their student visa.

Definitions

Semester - Consists of 16 weeks of study and practical clinic time.

Annually – Each academic year is made up of 2 semesters to a total of thirty six weeks

How to Apply: A step-by-step guide for International Students. Read this information carefully.

1. Choose a course and check the course outline for English and academic entry requirements.
2. After reading the terms & conditions complete the enrolment form on reverse of this page.
3. Ensure you have attached all the relevant documentation.
4. Return your application form, and the necessary documentation to:
Sydney Institute of Traditional Chinese Medicine
Level5, 25 Dixon Street, Sydney, NSW 2000, AUSTRALIA.
Postal: PO BOX K623, Haymarket, NSW 2000, AUSTRALIA.
5. If your application is successful you will receive a letter of offer in your nominated course. We will advise you about fee payment (including the AUD\$265 registration fee), how to apply for your student visa and arrangements for airport pickup and accommodation if required.
6. When we receive your fees, and confirm you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your student visa.

Information provided by a student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to the Institute's obligations under the ESOS Act 2000 and the National Code

Payment

Payment should be forwarded by bank transfer:

Account Name: Sydney Institute of Traditional Chinese Medicine
Account Number: available on request

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque, and made payable to the Institute. The Sydney Institute of Traditional Chinese Medicine will not be responsible for any moneys paid to an agent.

Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. A Medibank brochure is available from the Institute's office.

This fee is not payable to the Institute but to Medibank Private direct. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Medibank Private for the appropriate premium.

The student will then be issued with a membership card upon processing of the application by Medibank Private. OSHC for a single is \$348 *, and for a family \$696 *. These fees are payable annually in advance.

*These prices are determined by Medibank Private and may be subject to change. For further information visit Medibank Private on the web at: www.medibank.com.au.

Indicative Cost of Living (\$AUD)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	12,000
OSHC (as above)	570
Travel/Incidentals	1,200
Yearly Total	13,770

Sydney Institute of Traditional Chinese Medicine

CRICOS Provider No: 01768K

International Student Enrolment Form	
PERSONAL DETAILS	
Family Name _____	Please attach two passport size photos
Given Names _____	
Date of Birth (dd/mm/yy) _____ Place of Birth _____	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address _____	
Postcode _____ Email address _____	
Phone Contact Number Home _____ Mobile _____ Work _____	
EDUCATION DETAILS	
Highest Level of Education <input type="checkbox"/> School <input type="checkbox"/> Institute <input type="checkbox"/> Technical Institute <input type="checkbox"/> University	
Name of Institution(s) 1. _____ Year Completed _____	
2. _____	
Proficiency In English	Special Needs
What is your level of English? (Please tick)	Do you have any special needs that SITCM should be aware of (e.g. medical condition, dietary, etc) Yes <input type="checkbox"/> No <input type="checkbox"/>
Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	If "Yes" please specify: _____
Have you taken TOEFL/IELTS/other English test?	Do you wish to apply for recognition of prior learning?
Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", Score: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
International Details	Overseas Health Student Cover
Country of Citizenship _____	The Australian Government requires all people entering Australia on student visa to take out Overseas Student Health Cover (OSHC). The current Medibank Private cover is \$AUD348.00 per annum/per person Do you require SITCM to assist you in arranging OSHC for you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Passport No: _____	
Visa Type: _____	
Visa No: _____	
COURSE DETAILS (Please select the course you wish to enrol into by ticking the box beside the relevant course)	
Course Name Advanced Diploma of Traditional Chinese Medicine (91133NSW) <input type="checkbox"/> CRICOS Code _____	
Course Name Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na) HLT50107 <input type="checkbox"/> CRICOS Code _____	
Start Date _____ Finish Date _____ Duration _____	
METHOD OF PAYMENT	
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Deposit* <input type="checkbox"/> International Money Order	
* For bank account details for direct deposit please contact SITCM directly	
FEES/PAYMENT DETAILS (Fee Calculation)	DECLARATION
Enrolment Fee _____	I hereby declare that I have read, understood and accepted the terms and conditions of enrolment stated on the reverse of this form. I also acknowledge that I have read the information contained within the Student Manual. Signature _____ Date _____
Tuition Fee - Annual _____	
OSHC _____	
Other _____	
TOTAL _____	