

## Enrolment Terms and Conditions

### Enrolment fee for Courses

All Sydney Institute of Traditional Chinese Medicine course applicants must pay a non-refundable enrolment 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.

### Deferment

Students on student visa are not permitted to defer the commencement date of their course unless on grounds of medical reasons (illness) or other exceptional circumstances beyond the students control.

A student's enrolment may be deferred or temporarily suspended on the grounds of compassionate or compelling circumstances, or misbehaviour by the student.

Students must specify in writing the duration and reason for the deferral and visa cancellation may be initiated by DIAC if the deferral is for more than one semester. SITCM will enter a Student Course Variation to DIAC via the PRISMS System.

### Visa Suspension/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. All requests for refund must be made in writing. 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. If the offered course does not start on the published or agreed starting day.
2. if 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 DEEWR 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.

**Note:** The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer. **"This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take 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 5.5 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.**

### Fees Payable Prior To Commencement

1. AUD\$6750 (Diploma Program)+AUD\$265 (Enrolment Fee) = AUD\$7015 **AND**
2. OSHC: *See below.*
3. Cost of Living: Cost of living fees are in addition to the tuition fees and OSHC.

### Overseas Student Health Cover (OSHC)

It is an Australian Government requirement that international students studying on a student visa have compulsory Overseas Student Health Cover (OSHC) for the duration of their stay in Australia. It is the student's responsibility to check the conditions of this health cover. AHM brochure is available from the Institute's office.

This fee is not payable to the Institute but to Australian Health Management Group directly. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Australian Health Management Group for the appropriate premium.

The student will then be issued with a membership card upon processing of the application by Australian Health Management Group Pty Limited. OSHC for a single is \$374 \*, and for a family \$748 \*. These fees are payable annually in advance.

\*These prices are determined by AHM and may be subject to change. For further information visit AHM on the web at: <http://www.ahm.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	16,000
OSHC (as above)	374
Travel/Incidentals	21,00
Yearly Total	18,474

**Sydney Institute of Traditional Chinese Medicine**  
CRICOS Provider No: 01768K

**International Student Application Form**

Please attach  
two passport  
size photos

**PERSONAL DETAILS (Please attach a copy of the biodata page of your passport)**

Family Name \_\_\_\_\_  
 Given Names \_\_\_\_\_  
 Date of Birth (dd/mm/yy) \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 Sex  Male  Female  
 Home Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Email address \_\_\_\_\_  
 Phone Contact Number Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

**EDUCATION DETAILS (Please attach a copy of all relevant transcripts and certificates)**

Highest Level of Education  School  Institute  Technical Institute  University  
 Name of Institution(s) 1. \_\_\_\_\_ Year Completed \_\_\_\_\_  
 2. \_\_\_\_\_ Year Completed \_\_\_\_\_  
 Are you currently enrolled in another course in Australia?  No  Yes Date Started \_\_\_\_\_

**Proficiency In English**

(Please attach a copy of your English test result)

What is your level of English? (Please tick)  
 Beginner  Intermediate  Advanced

Have you taken TOEFL/IELTS/other English test?  
 Yes  No  If "Yes", Score: \_\_\_\_\_

**Special Needs**

Do you have any special needs that SITCM should be aware of (e.g. medical condition, dietary, etc) Yes  No

If "Yes" please specify: \_\_\_\_\_

Do you wish to apply for recognition of prior learning?  
 Yes  No

**International Details**

Country of Citizenship \_\_\_\_\_  
 Passport No: \_\_\_\_\_  
 Visa Type: \_\_\_\_\_  
 Visa No: \_\_\_\_\_

**Overseas Health Student Cover**

The Australian Government requires all people entering Australia on student visa to take out Overseas Student Health Cover (OSHC). The current provider used by SITCM is AHM and the fee is \$AUD 345.00 per annum/per person  
 Do you require SITCM to assist you in arranging OSHC for you?  
 Yes  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)  CRICOS Code \_\_\_\_\_  
 Course Name Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na) HLT50107  CRICOS Code \_\_\_\_\_  
 Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_ Duration \_\_\_\_\_

**METHOD OF PAYMENT**

Cheque  Cash  Credit Card  Bank Deposit\*  International Money Order

\* For bank account details for direct deposit please contact SITCM directly

**FEES/PAYMENT DETAILS (Fee Calculation)**

Enrolment Fee	_____
Tuition Fee - Annual	_____
OSHC	_____
Other	_____
<b>TOTAL</b>	_____

**DECLARATION**

I hereby declare that I have read, understood and accepted the terms and conditions of enrolment application stated on the reverse of this form.

I also acknowledge that I have read the information contained within the Student Manual.

Signature \_\_\_\_\_ Date \_\_\_\_\_