

1. **Withdrawal from a unit of study / course**

Students of the Sydney Institute of Health Sciences Pty Ltd trading as Sydney Institute of Traditional Chinese Medicine (“SITCM”) who wish to withdraw from a unit of study or course of study must do so in writing using the prescribed form which is available by contacting the Administration Office in person at Suite 1, Level 5, 545 Kent St, Sydney 2000 or by phoning (02) 9261 2289.

2. **Refunds – students who are eligible for FEE-HELP assistance**

This section is applicable to domestic students who are Australian citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the unit of study) enrolled in a higher education course of study offered by SITCM.

In the event of a student withdrawing from a unit of study on or before the census date for that unit of study:

- 100% of tuition fees paid for that unit will be refunded to the student; and
- the student will not incur a HELP debt.

In the event of a student withdrawing from a unit of study after census date for that unit of study:

- no refund is applicable; and/or
- the student will incur a HELP debt.

3. **Refunds – students who are not eligible for FEE-HELP assistance**

This section is applicable to domestic students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the unit of study) and New Zealand citizens enrolled in a higher education course of study offered by SITCM.

In the event of a student withdrawing from a unit of study on or before the census date for that unit of study 100% of tuition fees paid for that unit will be refunded to the student.

In the event of a student withdrawing from a unit of study after the census date for that unit of study no refund is applicable.

4. **Payment of Refunds**

Refunds will be paid within 28 days of the census date of the unit of study to which the withdrawal applies.

5. **Special circumstances**

A student who withdraws after the census date for a unit of study may apply for special consideration in line with the *Student Review Procedures for Re-crediting a FEE-HELP Balance*.

6. **Publication**

This refund policy will be made available to students and persons seeking to enrol by publication on SITCM’s website (www.sitcm.edu.au). This refund policy will also form part of enrolment information.

7. Version control

Document: Refund Policy for Higher Education Domestic Students		
Policy Owner: Executive Management Group		
Policy Developer and Reviewer: Financial Manager	Version #: 3.0	Date: 14 January 2016

Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	26 July 2013	Document creation
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