Enrolment Terms and Conditions

Enrolment fee for Courses
All Sydney Institute of Traditional Chinese Medicine course applicants must pay a non-refundable Application fee of AUD$265.00 upon accepting offer of enrolment.

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

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

Late Enrolment Fee
If a student enrols in a Unit of Study on or after the Start Date and prior to the Census Date, a late enrolment fee of 3% of tuition fee applies to the Unit of Study.

Late Payment Fee
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.

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 tuition fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The course application fee will not be refunded.
2. If a student withdraws from a course and supplies the institute written notification before the semester commencement date, 90% of the tuition fees paid will be refunded. The course application fee and the clinical practicum fee will not be refunded.
3. If a student withdraws from a course within four (4) weeks after the semester commencement date, 70% of the tuition fees paid will be refunded. The course application fee will not be refunded.
4. If a student withdraws from a course four (4) weeks after the commencement date of the semester, no refund will be made.
5. 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.
6. We will provide a statement that explains how any refund amount has been calculated.

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 TEGQA, ASQA or DET under Australian Health Management (AHM) directly. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to AHM for the appropriate premium.
3. The student will then be issued with a membership card upon processing of the application by AHM. OSHC for a single is $1950*, and for a family $22737* for a total of 4 years. These fees are payable in advance of the commencement of the courses.
4. 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.

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 requirements
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. See the current Student Prospectus (available on http://www.sitcm.edu.au) for details on how to fulfill this requirement.

Academic qualifications & credit for prior learning (Higher Education)/recognition of prior learning (Vocational Education)
Applicants who have completed post-secondary studies may request consideration for advanced standing towards the BTCM, Cert IV in Massage Therapy Practice or Diploma of Remedial Massage. Applications for credit should include full documentation of previous studies, including unit descriptions. For more information and an application form for advanced standing please contact the Institute. Enrolling students can apply for credit for prior learning for whole units of study 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 the bachelor 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
Restrictions apply to international students who wish to change their education provider prior to completing six (6) months of their course of study with SITCM. For more information, please refer to the SITCM Student Manual available on http://www.sitcm.edu.au/.

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 - Semester - Consists of 13 weeks of study and practical clinical time, 1 week of mid-semester break, 1 week of study review, and 2 weeks of examinations.

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

Fees Payable Prior To Commencement
1. AUD$ 9800 (Bachelor Program)+AUD$265 (Enrolment Fee) = AUD$10265 Or
2. AUD$ 8500 (Cert IV Program)+AUD$265 (Enrolment Fee) = AUD$8765 Or
3. AUDS 8750 (Diploma Program)+AUD$265 (Enrolment Fee) = AUD 9015 AND

OSHC: See below.

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.

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

This fee will be paid to the Institute but to Australian Health Management Group (AHM) directly. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to AHM for the appropriate premium.

The student will then be issued with a membership card upon processing of the application by AHM. OSHC for a single is $1950*, and for a family $22737* for a total of 4 years. These fees are payable in advance of the commencement of the courses.

* These prices are determined by AHM and may be subject to change. For further information visit AHM on the web at: http://ahmoshc.com/

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):

<table>
<thead>
<tr>
<th>Accommodation/Electricity/Phone/Food</th>
<th>18,200</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHC (as above)</td>
<td>372 p.a. for single</td>
</tr>
<tr>
<td>Travel/incidentals</td>
<td>2,100</td>
</tr>
<tr>
<td>Yearly Total</td>
<td>20,672</td>
</tr>
</tbody>
</table>

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 on this page, complete the International Student Application 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 PO BOX K623, Haymarket, NSW 2000, AUSTRALIA.
5. If your application is successful you will receive an Offer of Enrolment & Acceptance Agreement letter for your nominated course, along with pre-enrolment and fee payment information. You will need to sign and return the Acceptance Agreement to us. Please read the Terms and Conditions of Acceptance carefully before signing the agreement.
6. A receipt will be sent to you upon receipt of your payment. International students will also receive an electronic Confirmation of Enrolment (eCoE) form. The eCoE 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.
INTERNATIONAL STUDENT APPLICATION FORM

PERSONAL DETAILS

Family Name: ___________________________ Given Names: ___________________________

Date of Birth (dd/mm/yy): ______________ Place of Birth: ___________________________

Sex: ☐ Male ☐ Female

Email Address (all correspondence will be sent by email): ___________________________

Home Address (permanent address in your home country):

City: ___________________________ Postcode: ___________ Country: ___________________________ Home Phone: ___________ Mobile: ___________

Australian Address (complete if currently living in Australia):

City: ___________________________ Postcode: ___________ Country: ___________________________ Home Phone: ___________ Mobile: ___________

EDUCATION DETAILS

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: ___________

ENGLISH LANGUAGE PROFICIENCY

(See the Student Prospectus for English language requirements)

Please indicate which of the following applies to you (must provide certified evidence):

☐ I have completed or am currently studying in the following qualification that is taught in English:

☐ Year 12 secondary schooling

☐ One or more full year of full-time tertiary studies, accredited Tertiary Preparation Program or a Foundation Studies Program, or at AQF Associate diploma or Diploma level

☐ Australian qualification recognised as at least AQF Certificate IV

☐ I have completed/intend to sit an English language proficiency test.

Name of Test: ___________________________ Results: ___________________________

Date of Test: ___________

DISABILITY

Do you have a disability, impairment or long term medical condition which may affect your studies? ☐ Yes ☐ No

If “Yes” please specify:

Do you wish to apply for Credit for Prior Learning? ☐ Yes ☐ No

If YES, please submit a Credit for Prior Learning (Advanced Standing) Application when submitting this application.

OVERSEAS HEALTH STUDENT COVER

The Australian Government requires all people entering Australia on student visa to take out Overseas Student Health Cover (OSHC) for the proposed duration of their student visa. The current provider used by SITCM is AHM and the fee for 4 years is $AUD 1950.00 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)

☐ Bachelor of Traditional Chinese Medicine CRICOS Course Code: 077676G

☐ HLT42015 Certificate IV in Massage Therapy CRICOS Course Code: 092377E

☐ HLT52015 Diploma of Remedial Massage CRICOS Course Code: 092378D

☐ HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage CRICOS Course Code: 092379C

Intended Start Date: ___________ Finish Date: ___________ Duration: ___________

INTERNATIONAL DETAILS

Country of Citizenship: ___________________________

Passport No: ___________________________

Visa Type: ___________________________

Visa No: ___________________________

OVERSEAS REPRESENTATIVE DETAILS

(if applicable)

Name of Overseas Representative (Agent): ___________________________

Country: ___________________________

Email: ___________________________

Signature: ___________________________ Date: ___________

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 and agree to abide by the regulations and policies contained within the SITCM Student Manual.

I declare that I have read the information on this application form and that the information I have provided is complete and correct.

I understand that I have the right to access and amend personal information that SITCM holds about me, subject to legislation, by contacting the administration office at administration@sitcm.edu.au.

I authorise SITCM to obtain further information with respect to my application and, if necessary, seek confirmation of information provided by me.

I acknowledge that SITCM reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

Please attach two passport size photos.