

VOCATIONAL EDUCATION & TRAINING

Student Prospectus

2017

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CRICOS No.: 01768K
RTO Code: 5143

ABN 30 100 578 836

Sydney Institute of Traditional Chinese Medicine is a registered business name of Sydney Institute of Health Sciences Pty Ltd

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Study Enquiries

Online enquiries

www.sitcm.edu.au/enquiry.html

SITCM Office

502, 25-29 Dixon Street, Sydney,
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Postal Address

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Welcome

The Sydney Institute of Traditional Chinese Medicine (SITCM) has been providing vocational education and training in TCM Remedial Massage and Remedial Massage in Australia for over 10 years. It is a progressive institution, established to promote the growth and development of a broader system of health delivery encompassing Remedial Massage and TCM within our community and the health profession.

SITCM aims to produce remedial massage practitioners who practise their profession in a safe, effective and responsible manner within the framework of the National Health Care System.

The training provided by SITCM is designed to empower graduates to serve the community in a variety of ways, such as through primary health care, ongoing education programs, and working alongside other healthcare professionals in various clinical settings.

SITCM fosters open-mindedness and commitment to high ideals, providing an environment in which students develop a commitment to continuing self-education and self-fulfilment through service to others. Graduates are empowered to work in a professional and ethical manner and to raise community confidence in the National Health Care System.

Our teaching staffs thrive on the challenge of continuous improvement by providing education services that are evidence-based, rigorous and integrative of theory and practice.

SITCM extends a warm welcome to you to experience a professional, friendly and supportive environment at one of the Australia's well established and most respected institutions of vocational education and training.

We sincerely hope, and we will endeavour to ensure, that your time at SITCM is memorable and productive.



Yifan Yang
CEO

Through its VET courses, SITCM aims to:

- * *Provide high quality accredited vocational education & training (VET) courses;*
- * *Provide accredited remedial massage education and training;*
- * *Inculcate and maintain high professional standards within the Institute and amongst staff and students;*
- * *Develop graduate industry-ready practitioners who value continuing professional development and are prepared to contribute meaningfully to the community of remedial massage practice;*
- * *Enhance the health of the broader community through the promotion of remedial massage as a valid alternative form of healthcare;*
- * *Comply with professional and industry bodies and health regulators.*

2017 VET Course Guide

CODE	COURSE TITLE	MODE	ENROLMENT	DURATION
HLT42015	Certificate IV in Massage Therapy	On campus	Term 1 & Term 3	6 months
HLT52015	Diploma of Remedial Massage	On campus	Term 1 & Term 3	12 months
HLT52115	Diploma of Traditional Chinese Medicine (TCM) Remedial Massage	On campus	Term 1 & Term 3	12 months

2017 Academic Calendar

TERM 1	
Orientation Day	12 February
Term 1 begins	13 February
Term 1 Break	03 April – 16 April
TERM 2	
Term 2 begins	17 April
Intensive Block Practice	05 June – 09 July
Term 2 Break	10 – 23 July
TERM 3	
Classes start	31 July
Term 3 Break	18 September – 01 October
TERM 4	
Classes start	02 October
Intensive Block Practice	20 November – 24 December
Term 4 Break	25 December – 21 January

HLT42015 Certificate IV in Massage Therapy

Course Overview

This qualification reflects the role of massage therapists who provide general health maintenance treatments. It does not reflect the role of a remedial massage therapist.

This qualification is suitable for students who are new to the industry and wishing to attain a Certificate IV level qualification in Massage Therapy, or those wishing to advance their careers in this industry.

Students who successfully complete this course may decide to undertake further studies in the area of remedial massage such as the HLT52015 Diploma of Remedial Massage, or Chinese medicine such as the HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage.

Course Duration & Delivery

The course is campus based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full time basis over 22 weeks (2 terms). The course comprises of 14 weeks' face-to-face tuition (which includes theory classes and clinical practice), 3 weeks' intensive block practice, 1 week assignment submission and 4 weeks' term break.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities. Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if the students wish to study on campus. All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course.

Course Structure

Module Code & Title	Unit Code	Unit Name
Stage One		
COM-1 Common 1	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	HLTINF004	Manage the prevention and control of infection
	HLTWH004	Manage work health and safety
	BSBSMB404	Undertake small business planning
	HLTAID003*	Provide first aid (via credit transfer)
HMS Human Medical Science	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
CLP-1 Clinic Practice 1	Clinic Practice component for COM-1 and HMS	
Stage Two		
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice
	HLTMSG002	Assess client massage needs
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments
	HLTREF002	Provide reflexology for relaxation
CLP-2 Clinic Practice 2	Clinic Practice component for SPE-1 and SPE-2	

Notes: i. The unit HLTAID003 will be delivered and assessed by an accredited training company, and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

ii. Enrollment to each stage is subject to the successful completion of the preceding stages, except where approval has been given by the Associate Dean.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 44 client massage therapy treatments.

Entry Requirements

Applicants must:

- Be 18 years of age or over at the time that they commence the course for which they have applied; and
- Demonstrate successful completion of the NSW HSC or an equivalent secondary qualification either interstate or overseas.
 - The NSW Department of Education and Communities should be contacted to determine the equivalency of overseas secondary qualifications before lodging an application. For details, please visit <http://www.dec.nsw.gov.au/home/>.
- International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores including the following:
 - Test of English as a Foreign Language (TOEFL) paper based score of 527 or above; or internet based test score of 46 or above;
 - Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
 - Pearson Test of English (PTE) Academic score of 42 or above.
- If the applicant does not hold a Higher School Certificate or an equivalent secondary qualification either interstate or overseas, they are required to undertake a Language, Literacy and Numeracy (LLN) test to determine the applicant's academic suitability to undertake this course.
- Applicants who are new to the industry are required to undertake a face-to-face interview to assess their suitability for the course, including aptitude to undertake the required studies.

Career Opportunities

Attainment of this qualification may lead to opportunities to work as massage therapists who provide general health maintenance treatments. Practitioners may be self-employed or work within a larger health service.

2017 Course Fees

Domestic Students: \$4,870

International Students: \$8,700 plus non-refundable enrolment fee of AUD\$265.00 (payable upon accepting offer)

Please peruse the relevant fees policy on pages 14 & 15 before applying for enrolment.

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

Note: All fees are subject to annual review.


Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any unit of study.

Fees are set each year and are payable before each term. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in advance as determined by SITCM.

How to Apply

Please refer to the Application Process on page 16. If you have any questions, please contact Sydney Institute of Traditional Chinese Medicine by phone, fax or email with the subject line HLT42015.

 +61 (2) 9212 1968  +61 (2) 9281 4268

 administration@sitcm.edu.au

HLT52015 Diploma of Remedial Massage

Course Overview

This qualification provides the skills required for competence in remedial massage practice and practitioners at this level may be self-employed as independent practitioners or may work within a larger health service. Practitioners at this level may supervise other massage therapists.

This qualification is suitable for students who are new to the industry and wishing to attain a Diploma level qualification in Remedial Massage, or those wishing to advance their careers in this industry.

Course Duration & Delivery

The program is campus based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full-time basis over 51 weeks (4 terms). The course comprises of 28 weeks' face-to-face tuition (which includes theory classes and clinical practice), 9 weeks' intensive block practice, 4 weeks' assignment submission and 10 weeks' holidays between terms.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities. Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if the students wish to study on campus. All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 134 client massage therapy treatments.

Entry Requirements

Applicants must:

- Be 18 years of age or over at the time that they commence the course for which they have applied; and
- Demonstrate successful completion of the NSW HSC or an equivalent secondary qualification either interstate or overseas.
 - The NSW Department of Education and Communities should be contacted to determine the equivalency of overseas secondary qualifications before lodging an application. For details, please visit <http://www.dec.nsw.gov.au/home/>.
- International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores including the following:
 - Test of English as a Foreign Language (TOEFL) paper based score of 527 or above; or internet based test score of 46 or above;
 - Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
 - Pearson Test of English (PTE) Academic score of 42 or above.
- If the applicant does not hold a Higher School Certificate or an equivalent secondary qualification either interstate or overseas, they are required to undertake a Language, Literacy and Numeracy (LLN) test to determine the applicant's academic suitability to undertake this course.
- Applicants who are new to the industry are required to undertake a face-to-face interview to assess their suitability for the course, including aptitude to undertake the required studies.

Each individual application will be based upon information supplied to the Sydney Institute of Traditional Chinese Medicine on their application form.

Professional Accreditation

At the successful completion of the Diploma, students will be eligible to join ATMS, ANTA, ARM and AMT.

Career Opportunities

Attainment of this qualification may lead to opportunities to work as a remedial massage therapist who works with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

Course Structure

Module Code & Title	Unit Code	Unit Name
Stage One		
COM-1 Common 1	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	HLTINF004	Manage the prevention and control of infection
	HLTWHS004	Manage work health and safety
	BSBSMB404	Undertake small business planning
	HLTAID003*	Provide first aid (via credit transfer)
HMS Human Medical Science	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
CLP-1 Clinic Practice 1	Clinic Practice component for COM-1 and HMS	
Stage Two		
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice
	HLTMSG002	Assess client massage needs
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments
	HLTREF002	Provide reflexology for relaxation
CLP-2 Clinic Practice 2	Clinic Practice component for SPE-1 and SPE-2	
Stage Three		
COM-2 Common 2	CHCPRP003	Reflect on and improve own professional practice
	CHCPRP005	Engage with health professionals and the health system
	CHCPRP002	Collaborate in professional Practice
SPE-3 Specialisation 3	HLTMSG005	Provide remedial massage treatments
CLP-3 Clinic Practice 3	Clinic Practice component for COM-2 and SPE-3	
Stage Four		
SPE-4 Specialisation 4	HLTMSG003	Perform remedial massage musculoskeletal assessments
	BSBSMB405	Monitor and manage small business operation
SPE-5 Specialisation 5	HLTMSG006	Adapt remedial massage practice to meet specific needs
	HLTMSG008	Monitor and evaluate remedial massage treatment
CLP-4 Clinic Practice 4	Clinic Practice component for SPE-4 and SPE-5	

Notes: i. The unit HLTAID003 will be delivered and assessed by an accredited training company, and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

ii. Enrollment to each stage is subject to the successful completion of the preceding stages, except where approval has been given by the Associate Dean.

2017 Course Fees

Domestic Students: \$9,900

International Students: \$17,700 plus non-refundable enrolment fee of AUD\$265.00 (payable upon accepting offer)

Please peruse the relevant fees policy on pages 14 & 15 before applying for enrolment.

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

Note: All fees are subject to annual review.

Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any unit of study.

Fees are set each year and are payable before each term. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in advance as determined by SITCM.

How to Apply

Please refer to the Application Process on page 16. If you have any questions, please contact Sydney Institute of Traditional Chinese Medicine by phone, fax or email with the subject line HLT52015.

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HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage

Course Overview

This course is aimed at those who want to work in or who are currently working in the area of An Mo Tui Na or Traditional Chinese Medicine and want to increase their skills and knowledge level including the specialist skills for the treatment of women and children and in trauma.

This qualification is suitable for students who are new to the industry and wishing to attain a Diploma level qualification in Traditional Chinese Medicine (TCM) Remedial Massage, or those wishing to advance their careers in this industry.

Course Duration & Delivery

The program is campus based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full-time basis over 51 weeks (4 terms). The course comprises of 28 weeks' face-to-face tuition (which includes theory classes and clinical practice), 9 weeks' intensive block practice, 4 weeks' assignment submission and 10 weeks' holidays between terms.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities. Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if the students wish to study on campus. All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course.

Career Opportunities

Attainment of this qualification may lead to opportunities to work as a Traditional Chinese Medicine massage practitioners. Positions may be obtained such as a Remedial Massage Therapist.

Students who successfully complete this course may decide to undertake further studies in the area of Traditional Chinese medicine such as the Bachelor of Traditional Chinese Medicine (BTCM).

Entry Requirements

Applicants must:

- Be 18 years of age or over at the time that they commence the course for which they have applied; and
- Demonstrate successful completion of the NSW HSC or an equivalent secondary qualification either interstate or overseas.
 - The NSW Department of Education and Communities should be contacted to determine the equivalency of overseas secondary qualifications before lodging an application. For details, please visit <http://www.dec.nsw.gov.au/home/>.
- International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores including the following:
 - Test of English as a Foreign Language (TOEFL) paper based score of 527 or above; or internet based test score of 46 or above;
 - Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
 - Pearson Test of English (PTE) Academic score of 42 or above.
- If the applicant does not hold a Higher School Certificate or an equivalent secondary qualification either interstate or overseas, they are required to undertake a Language, Literacy and Numeracy (LLN) test to determine the applicant's academic suitability to undertake this course.
- Applicants who are new to the industry are required to undertake a face-to-face interview to assess their suitability for the course, including aptitude to undertake the required studies.

Each individual application will be based upon information supplied to the Sydney Institute of Traditional Chinese Medicine on their application form.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 159 client massage therapy treatments.

Course Structure

Module Code & Title	Unit Code	Unit Name
Stage One		
COM-1 Common 1	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	HLTINF004	Manage the prevention and control of infection
	HLTWHS004	Manage work health and safety
	BSBSMB404	Undertake small business planning
	HLTAID003*	Provide first aid (via credit transfer)
HMS Human Medical Science	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
CLP-1 Clinic Practice 1	Clinic Practice component for COM-1 and HMS	
Stage Two		
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice
	HLTMSG002	Assess client massage needs
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments
	HLTREF002	Provide reflexology for relaxation
CLP-2 Clinic Practice 2	Clinic Practice component for SPE-1 and SPE-2	
Stage Three		
COM-2 TCM Common 2	CHCPRP003	Reflect on and improve own professional practice
	CHCPRP005	Engage with health professionals and the health system
SPE-3(T) Specialisation 3(TCM)	HLTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice
	HLTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments
CLP-3(T) Clinic Practice 3(TCM)	Clinic Practice component for COM-2 and SPE-3	
Stage Four		
SPE-4(T) Specialisation 4(TCM)	HLTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments
SPE-5(T) Specialisation 5(TCM)	HLTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs
	HLTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments
CLP-4(T) Clinic Practice 4(TCM)	Clinic Practice component for SPE-4 and SPE-5	

Notes: i. The unit HLTAID003 will be delivered and assessed by an accredited training company, and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

ii. Enrollment to each stage is subject to the successful completion of the preceding stages, except where approval has been given by the Associate Dean.

2017 Course Fees

Domestic Students: \$9,900

International Students: \$17,700 plus non-refundable enrolment fee of AUD\$265.00 (payable upon accepting offer)

Please peruse the relevant fees policy on pages 14 & 15 before applying for enrolment.

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

Note: All fees are subject to annual review.

Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any unit of study.

Fees are set each year and are payable before each term. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in advance as determined by SITCM.

How to Apply

Please refer to the Application Process on page 16. If you have any questions, please contact Sydney Institute of Traditional Chinese Medicine by phone, fax or email with the subject line HLT52115.

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 administration@sitcm.edu.au

Fees Policy for Domestic Students

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 VET course of study offered by SITCM. All other students are considered International Students for fees purposes.

Tuition Fees

- Tuition fees are indicated above under each course.
- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

Note: All fees are subject to annual review.

Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any units.

Fees are set each year and are payable before each term. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in advance as determined by SITCM.

Incidental Fees

Incidental fees are not covered by tuition fees.

- ✓ Printed copies of record books, work books, handouts, module books or other printed matter issued as part of the Training Material that are available online, or are lost or misplaced - \$0.20 is charged per single sided print (b&w)
- ✓ Copies of Academic Transcript (Where first copy provided free of charge) \$20.00
- ✓ Copies of Formal Qualifications (Where first copy provided free of charge) \$50.00
- ✓ Student ID Card (Where first copy provided free of charge) \$20.00

Late Enrolment Fee

- ✓ If a student enrolls in a module 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 module of study.

Transfer of Fees

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

Centrelink Benefits

Austudy and Youth Allowance are available for eligible, full-time students. Contact Centrelink for further information: <http://www.humanservices.gov.au/customer/dhs/centrelink>

Payment by Instalment

Periodic installments of tuition fees can be arranged with SITCM by application.

Refunds

In the event of a student withdrawing from a module on or before the census date for that module, 100% of tuition fees paid for that module will be refunded to the student. In the event of a student withdrawing from a module after the census date for that module, no refund is applicable. For details, refer to the Academic Calendar available at <http://www.sitcm.edu.au/calendar/> and on campus noticeboard.

Fees Policy for International Students

Tuition Fees

- Tuition fees are indicated above under each course.
- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

Note: All fees are subject to annual review.

Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any units.

Fees are set each year and are payable before each term. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by SITCM. All fees, charges and accounts will be payable in advance as determined by SITCM.

Enrolment Fee

International applicants must pay a non-refundable enrolment fee of AUD\$265.00 upon accepting offer of enrolment.

Transfer of Fees

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

Late Enrolment Fee

If a student enrolls 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.

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 enrolment fee will not be refunded.
2. If a student withdraws from a course and supplies SITCM written notification before the course commencement date, 90% of the tuition fees paid will be refunded. The enrolment fee will not be refunded.
3. If a student withdraws from a course within three (3) weeks after the course commencement date, 70% of the tuition fees paid will be refunded. The enrolment fee will not be refunded.
4. If a student withdraws from a course three (3) weeks after the course commencement date, no refund will be made.
5. All requests for refund must be made in writing. SITCM undertakes to make payment of all refunds within 28 days of receipt of a written application for refund.
6. SITCM will provide a statement that explains how any refund amount has been calculated.

Refunds Paid if SITCM Defaults:

- If the offered course does not start on the published or agreed starting day.
- 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 TEQSA, ASQA or DET under either and or the AQTF and the ESOS Act 2000.

SITCM will pay a full refund to all international students within two weeks after the default pay. SITCM 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."

Application Process

1. After reading the terms and conditions, complete the Student Application Form available at <http://www.sitcm.edu.au/vet-courses/vet-apply/>. Attach all required documentation listed in the form.

Alternatively, submit the application form and the necessary documentation to:

Sydney Institute of Traditional Chinese Medicine
PO Box K623
Haymarket, NSW 2000
AUSTRALIA

2. 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, before paying your fees. Please read the Terms and Conditions of Acceptance carefully before signing the agreement.

3. An invoice 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.

International students applying to study in Australia will require a student visa. Application for, and processing of, student visas can take up to six months. An application fee applies for visas.

For all visa inquiries and applications, students should contact their local Australian Embassy, High Commission or Diplomatic Mission. It is a student's responsibility to ensure a visa is received in sufficient time to commence studies at SITCM by the commencement date of the offer.

For more information, please contact:

Australian Diplomatic Missions www.immi.gov.au/contacts

Australian Embassies www.immi.gov.au/contacts

Australian High Commissions www.immi.gov.au/contacts

Department of Immigration and Citizenship (DIAC) www.immi.gov.au/contacts