



FEE-HELP PROCEDURE

Eligibility

You are eligible for FEE-HELP if you:

- are studying in the Bachelor of Traditional Chinese Medicine (BTCM) (course of study); and
- meet the citizenship and residency requirements:
 - you are an Australian citizen; OR
 - you are a New Zealand Special Category Visa holder who meets the long-term residency criteria and who will be resident in Australia for the duration of your unit(s) of study; OR
 - you are a permanent humanitarian visa holder who will be resident in Australia for the duration of your unit(s) of study.
- are enrolled in an eligible unit of study by the census date for that unit; and
- have not exceeded the FEE-HELP limit (see below);
- meet the 'pass rate' requirements (see below).

FEE-HELP limit

The FEE-HELP limit is the maximum amount that a person can borrow under FEE-HELP over their lifetime and is not reset or 'topped up' by any repayments that you make.

Your FEE-HELP balance

The FEE-HELP balance is the amount of FEE-HELP you can still access before you reach the FEE-HELP limit. You are responsible for keeping track of your FEE-HELP balance and advising your provider (SITCM) if you do not have enough FEE-HELP balance left to cover your tuition fees.

If you enrol in a unit and your tuition fees exceed your FEE-HELP balance, you must pay the outstanding amount upfront to your provider. Otherwise, your provider may choose to cancel your enrolment if you have tuition fees that are unpaid after the census date. You will remain liable for the debt if your enrolment is cancelled.

How and When to Apply

The FEE-HELP application form is available at the Administration Office.

- You must lodge your FEE-HELP application prior to the census date of the semester you wish to start FEE-HELP.
- Include your [tax file number](#).

Application deadline

You must submit your application at the beginning of the semester and well before the relevant semester census date.

Applications submitted after the census date cannot be accepted or processed.

Cancelling FEE-HELP

To cancel your FEE-HELP assistance email your request **before the relevant census date** to the Administration Office at administration@sitcm.edu.au.

- State that you would like to cancel your FEE-HELP Assistance, effective from the current semester; and
- Include your full name, date of birth and student ID number.

Note: FEE-HELP cannot be cancelled retrospectively. It applies to census dates that have not yet passed. Tuition already deferred under FEE-HELP will remain deferred if the census date for that unit of study has passed.