

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_  
 (First Name) (Last Name)

Please  the units you intend to enroll in below:

Year	Day /Time		Subjects	Tuition Fee		Lecturer	
				Domestic	International		
1	Mon	14:00 – 18:00	HMS105 Human Anatomy 2 & Physiology	\$2065.00	\$3395.00	Jia Heng Li	<input type="checkbox"/>
	Mon	09:20 – 13:20	TCM106 TCM Diagnosis & Clinical Theory	\$2245.00	\$3665.00	Richard Gu	<input type="checkbox"/>
	Wed	14:00 – 18:00	ACU107 Channels & Points 1	\$2065.00	\$3395.00	Lynda Zhou	<input type="checkbox"/>
	Wed	09:20 – 13:20	CHM108 Chinese Herbal Medicine & Formulae 1	\$2065.00	\$3395.00	Harry Xie	<input type="checkbox"/>
2	Mon	14:00 – 18:00	HMS201 Pathology	\$2065.00	\$3395.00	William Lao	<input type="checkbox"/>
	Thu	09:20 – 13:20	ACU202 Channels & Points 2	\$2365.00	\$3845.00	David White	<input type="checkbox"/>
	Thu	14:00 – 18:00	CHM203 Chinese Herbal Medicine & Formulae 2	\$2065.00	\$3395.00	Harry Xie	<input type="checkbox"/>
	Tue	14:00 – 18:00	HMS205 Pathophysiology & Microbiology	\$2065.00	\$3395.00	William Lao	<input type="checkbox"/>
	Thu	14:00 – 18:00	TCM206 Huang Di Nei Jing & TCM Health Enhancement	\$2065.00	\$3395.00	Sang Hee Park	<input type="checkbox"/>
	Tue	09:20 – 13:20	ACU207 TCM Practice 1 ( Acupuncture Techniques )	\$2485.00	\$4025.00	David White	<input type="checkbox"/>
3	Thu	09:20 – 13:20	CHM208 Chinese Herbal Medicine & Formulae 3	\$2065.00	\$3395.00	Harry Xie	<input type="checkbox"/>
	Wed	09:20 – 13:20	TCM302 Huang Di Nei Jing & Wen Bing Xue	\$2065.00	\$3395.00	Sang Hee Park & Yan Li	<input type="checkbox"/>
	Fri	14:00 – 18:00	CHM303 TCM Practice 2 ( Herbal Dispensary )	\$2665.00	\$4295.00	Harry Xie	<input type="checkbox"/>
	Wed	14:00 – 18:00	CCM304 TCM Internal Medicine	\$2065.00	\$3395.00	Richard Gu	<input type="checkbox"/>
	Mon	09:20 – 13:20	HMS305 Clinical Diagnosis 2	\$2065.00	\$3395.00	William Lao	<input type="checkbox"/>
	Fri	09:20 – 13:20	TCM306 Shang Han Za Bing Lun	\$2065.00	\$3395.00	Yan Li	<input type="checkbox"/>
	Mon	14:00 – 18:00	ACU307 TCM Practice 3 ( Acupuncture Microsystems )	\$2665.00	\$4295.00	David Suh	<input type="checkbox"/>
4	Fri	14:00 – 18:00	CCM308 TCM Traumatology	\$2065.00	\$3395.00	David Suh	<input type="checkbox"/>
	Thu	09:20 – 13:20	CCM405 TCM Pediatrics & Dermatology	\$2065.00	\$3395.00	Yan Li	<input type="checkbox"/>
	Tue	14:00 – 18:00	PRI406 Evidence Based TCM Practice and Research Project	\$2065.00	\$3395.00	Yuhao Li	<input type="checkbox"/>
	Tue	09:20 – 13:20	PRI407 Practice Management & Professional Issues	\$2065.00	\$3395.00	Jian Jiang, Reece Yeo & Morag Paterson	<input type="checkbox"/>
			CPP408 Block Clinical Practice 2	\$4500.00	\$6100.00		<input type="checkbox"/>

Will you be deferring any or all of your tuition fees to FEE-HELP? Yes  No

By signing this enrolment form I understand and agree that:

- I have checked and confirm that I meet or will meet the **prerequisites** for the above unit(s) I intend to enrol in by the class commencement of these units.
- I confirm that I have read and understood the **Enrolment Terms and Conditions** following and agree to be bound by them.
- I confirm that I have the financial capacity to meet all my tuition fees and agree to pay all fees as they become due.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_



### Enrolment Terms and Conditions

1. Students seeking Credit for Prior Learning (CPL) must submit a written application and attach copies of academic records, course content and hours of relevant subjects. CPL applications must be submitted with their enrolment application or at the latest three weeks before the census date.
2. Students who do not meet the minimum attendance requirements of a unit risk failing that unit under the *Attendance Policy*.
3. Students are not permitted to transfer course fees to another student.
4. Please advise SITCM of any changes to your residential address and/or phone number within 7 days of the change. This is extremely important as SITCM will send notices to your last known address including your results, concerns about your attendance or academic performance, and fees due. It is your responsibility to ensure that you always update your address details at SITCM to ensure you receive important information.

### Course Fees

5. Tuition Fees: Fees are levied on all courses offered. The fee structure for the overall course and per module/unit is determined by the Board of Directors.
6. Incidental Fees: Besides tuition fees, students may need to pay incidental fees as outlined in the *Fees Policy*. This includes fees for approved credit for prior learning (refer to the *Credit for Prior Learning Application Form* for details).
7. Paying in Full: For students who wish to pay their tuition fees in full, the fee payment due date is **24 July 2020**. Students who fail to pay by the census date (**21 August 2020**) will be required to suspend their studies with SITCM for the semester.
8. Fee Instalment Plan (by application ONLY): Tuition fees (excluding clinic fees) may be paid by instalments **by application**. Under this plan, tuition fees are equally split into instalments of three (3) or less. Please email [accounts@sitcm.edu.au](mailto:accounts@sitcm.edu.au) for further information.
9. 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 the tuition fee applies to the unit of study. The late enrolment fee cannot be deferred to FEE-HELP.
10. Late Penalty Fee: If a student does not pay any tuition fee by the due date, they will immediately incur a \$250 late penalty fee that cannot be deferred to FEE-HELP. This penalty does not apply if the student unenrolls by census date.
11. Non-Payment: A student who completes their course but has not paid all the fees for that course will not be allowed to graduate, or be issued with their academic transcript, or be granted a deferment request, until the debt has been paid in full.

### Deferrals and Withdrawals

12. A domestic student may be granted deferral for up to two years from the date of approval.
13. An international student may only defer in circumstances outlined in the *Deferral and Withdrawal Policy and Procedure*.
14. Deferral requests should be sent to the SITCM Administration Office using a *Request to Defer Form*.
15. The student will be liable for any deposit and/or fee increase which may apply for the subsequent course.
16. Deferral refers to course requirements only, not to course fees.
17. Withdrawals are permitted in accordance with the *Deferral and Withdrawal Policy and Procedure*. International students should note that restrictions apply to transferring to another institution if they have not completed at least six (6) months of the course at SITCM.

### Suspension or Expulsion of Studies

18. Students who do not meet minimum academic standards risk having their enrolment cancelled in accordance with the *Student Progression Policy and Procedure*.
19. Students who do not complete their studies within the maximum time for completion (10 years) will have their enrolment cancelled in accordance with the Student Progression Policy and Procedure.
20. Student misconduct (either academic or non-academic) may result in the student being suspended or expelled from their course in accordance with the *Academic Misconduct Policy and Procedure* or the *Non-Academic Misconduct Policy and Procedure*.

### Domestic Student Refunds

21. If a domestic student defers or withdraws from a unit of study and provides written notification to SITCM on or before the course census date, 100% of the total unit tuition fees paid will be refunded.
22. After the census date, no refund will be made except as permitted in the *Special Circumstances Refund Policy and Procedure*.
23. Refunds to domestic students will be paid within 28 days of the census date.
24. Requests for refunds must be submitted on the *Refund Request Form* in accordance with the *Refund Policy and Procedure*.

### International Student Refunds

25. If an international student withdraws from their course and provides written notification to SITCM before the semester commencement date, 90% of their tuition fees will be refunded.
26. If an international student withdraws from their course and provides written notification to SITCM within four weeks after the semester commencement date, 70% of their tuition fees will be refunded.
27. If an international student withdraws from their course and provides written notification to SITCM four weeks or more after the semester commencement date, no refund will be provided.
28. Refunds to international students will be paid within 28 days of receipt of the written application for a refund.
29. Requests for refunds must be submitted on the *Refund Request Form* in accordance with the *Refund Policy and Procedure*.

### Refunds for Provider Default

30. If SITCM defaults, students may receive a refund of unspent tuition fees within 14 days of the default day in accordance with the *Course Discontinuation Policy and Procedure*.