

Student Name: _____ ID: _____

Please ☒ the units you intend to enroll in below:

Year	Day /Time		Subjects	Tuition Fee		Lecturer	
				Domestic	International		
1	Tue	09:20 – 13:20	TCM113 Fundamental Theory of TCM & TCM Terminology (Online)	\$2125.00	\$3395.00	Yifan Yang & Yan Li	<input type="checkbox"/>
	Thur	14.00 - 18.00					
	Thur	9:20 – 13:20	HMS101 Human Anatomy 1 (Hybrid)	\$2125.00	\$3395.00	Nick Li	<input type="checkbox"/>

* Please refer to HE Winter Timetable 2022 for delivery mode details.

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.
- For FEE-HELP Students: It is my responsibility to keep track of my HELP balance and to advise SITCM if I do not have enough HELP balance left to cover my tuition fees.

Signature: _____

Date (DD/MM/YYYY): _____

Enrolment Terms and Conditions

1. Students who do not meet the minimum attendance requirements (80% of face-to-face mandatory tutorials where specified in the applicable *Unit Guides* and 100% of clinic contact hours) of a unit risk failing that unit under the *Attendance Policy*.
2. Students are not permitted to transfer course fees to another student.
3. Please advise SITCM of any changes to your residential address and/or phone number within 7 days of the change.

Course Fees

4. **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.
5. **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).
6. **Paying in Full:** For students who wish to pay their tuition fees in full, the fee payment due date is **10 June 2023**. Students who fail to pay by the census date (**23 June 2023**) will be required to suspend their studies with SITCM for the semester.
7. **FEE-HELP:** For students who are eligible and wish to defer their tuition fees to FEE-HELP, a **20 per cent loan fee** applies to FEE-HELP.
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 for further information.
9. **Late Payment Fee:** Students who do not pay their tuition fees by Census Date will receive a payment reminder email which includes a warning that failure to pay the outstanding tuition fees within two (2) calendar weeks will result in a \$250 late payment fee that cannot be deferred to FEE-HELP. Students will also receive a warning that failure to pay all of the tuition fees will result in being prevented from accessing Moodle, sitting exams, receiving academic transcripts or participating in Clinical Practicum until full payment has been received, and may result in the student being unenrolled without further warning in accordance with the *Fees Policy and Procedure*.
10. **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 until the debt has been paid in full.

Suspensions and Withdrawals

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

Suspension or Expulsion of Studies

17. Students who do not meet minimum academic standards risk having their enrolment cancelled in accordance with the *Student Progression Policy and Procedure*.
18. 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*.
19. Student misconduct (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

20. If a domestic student withdraws from a unit of study (as per the *Deferral, Suspension and Withdrawal Policy and Procedure*) before the Census Date, 100% of the tuition fees will be refunded.
21. After the Census Date, no refund will be made except as permitted in the *Special Circumstances Refund Policy and Procedure*.
22. Refunds to domestic students will be paid within 28 calendar days of receiving the refund request.
23. Requests for refunds must be submitted on the *Refund Request Form* in accordance with the *Refund Policy and Procedure*.

International Student Refunds

24. If an international student withdraws from a unit of study (as per the *Deferral, Suspension and Withdrawal Policy and Procedure*):
 - a. Before the semester commencement date, they will have 90% of the tuition fees refunded.
 - b. Between the semester commencement date and the Census Date, they will have 70% of the tuition fees refunded.
25. After the Census Date, no refund will be made except as permitted in the *Special Circumstances Refund Policy and Procedure*.
26. Refunds to international students will be paid within 28 calendar days of receiving the refund request.
27. Requests for refunds must be submitted on the *Refund Request Form* in accordance with the *Refund Policy and Procedure*.

Refunds for Provider Default

28. 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*.