

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\$285 upon accepting offer of enrolment.

Tuition Fees

Tuition fees DO cover the charges for tuition administration.

Tuition fees DO NOT cover the charges for accommodation, living expenses, textbooks, uniforms, stationery, and equipment.

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 AUD\$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 student's 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 DIBP if the deferral is for more than one semester. SITCM will enter a Student Course Variation to DIBP 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/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 TEQSA, ASQA or DET under either and or the AQTF and the ESOS Act 2000.
3. We will pay a full refund to all international students within two weeks after the default day. We 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.

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 Student Prospectus (available on <http://www.sitcm.edu.au/>) for details on how to fulfil 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, Certificate IV in Massage Therapy, Diploma of Remedial Massage or Diploma of Traditional Chinese Medicine (TCM) 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.

Fees Payable Prior To Commencement

1. AUD\$13580 (Bachelor course)+AUD\$285 (Application Fee) = AUD\$13865
- Or
2. AUD\$5725 (Diploma course)+AUD\$285 (Application Fee) = AUD\$6010
- Or
3. AUD\$2669 (Cert IV course)+AUD\$285 (Application Fee) = AUD\$2954

AND

1. 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.

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):

Accommodation/Electricity/Phone/Food	18,200
OSHC (as above)	372 p.a. for single
Travel/Incidentals	2,100
Yearly Total	20,672

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.

Sydney Institute of Traditional Chinese Medicine

CRICOS Provider No: 01768K

International Student Application Form		
PERSONAL DETAILS (Please attach a copy of the biodata page of your passport)		
Family Name:		
Given Names:		
Date of Birth (dd/mm/yy):	Place of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> 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:	Home Phone: Mobile:
EDUCATION DETAILS (Please attach a copy of all relevant transcripts and certificates)		
Highest Level of Education <input type="checkbox"/> School <input type="checkbox"/> Institute <input type="checkbox"/> Technical Institute <input type="checkbox"/> University		
Name of Institution(s)	1. _____	Year Completed: _____
	2. _____	Year Completed: _____
Are you currently enrolled in another course in Australia? <input type="checkbox"/> No <input type="checkbox"/> Yes; Date Started: _____		
ENGLISH LANGUAGE PROFICIENCY (See the Student Prospectus for English language requirements)		DISABILITY
Please indicate which of the following applies to you (must provide certified evidence):		Do you have a disability, impairment or long term medical condition which may affect your studies? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	I have completed or am currently studying in the following qualification that is taught in English: <input type="checkbox"/> Year 12 secondary schooling <input type="checkbox"/> 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 <input type="checkbox"/> Australian qualification recognised as at least AQF Certificate IV	If YES, please specify: Do you wish to apply for Credit for Prior Learning (Higher Education) or Recognition of Prior Learning (Vocational Education)? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	I have completed/intend to sit an English language proficiency test. Name of Test: _____ Results: _____ Date of Test: _____	If YES, please submit a Credit for Prior Learning (Advanced Standing) or Recognition of Prior Learning 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 \$AUD1950.00 per person. Do you require SITCM to assist you in arranging OSHC for you? Yes <input type="checkbox"/> No <input type="checkbox"/>
COURSE DETAILS (Please select the course you wish to enrol into by ticking the box beside the relevant course)		
<input type="checkbox"/>	Bachelor of Traditional Chinese Medicine	CRICOS Course Code: 077676G
<input type="checkbox"/>	HLT42015 Certificate IV in Massage Therapy	CRICOS Course Code: 092377E
<input type="checkbox"/>	HLT52015 Diploma of Remedial Massage	CRICOS Course Code: 092378D
<input type="checkbox"/>	HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage	CRICOS Course Code: 092379C
Intended Start Date: _____		Finish Date: _____ Duration: _____
INTERNATIONAL DETAILS		DECLARATION
Country of Citizenship:		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.
Passport No (if any):		
Visa Type (if any):		
Visa No (if any):		
OVERSEAS REPRESENTATIVE DETAILS (if applicable)		Signature: _____ Date: _____
Name of Overseas Representative (Agent):		
Country:		
Email:		

Please attach two passport size photos