

# VET SUBJECT SELECTION FORM

Term 1 & Term 2 2024



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

If the Day/Time is different from the Timetable, please follow the published Timetable.  
Please ☒ the units you intend to enroll in below.

UNIT	DAY / TIME	TUITION FEES		ROOM	
		DOMESTIC	INTERNATIONAL		
HLT52115 Diploma of TCM Remedial Massage – <b>Term 1 (Week 1-7)</b>					
SPE-3(T)	Saturday 10:00-13:00 & 14:00-17:00	\$1217	\$2360	R710	<input type="checkbox"/>
CLP-3(T)	Tuesday 9:30-17:00	\$199	\$385	Clinic	<input type="checkbox"/>
HLT52115 Diploma of TCM Remedial Massage – <b>Term 2 (Week 10-16)</b>					
SPE-4(T)	Thursday 10:00-13:00 & 14:00-17:00	\$835	\$1620	R710	<input type="checkbox"/>
SPE-5(T)	Saturday 10:00-13:00 & 14:00-17:00	\$835	\$1620	R710	<input type="checkbox"/>
CLP-4(T)	Tuesday 9:30-17:00	\$461	\$890	Clinic	<input type="checkbox"/>

By signing this Subject Selection form, I have read and understood that the Enrolment Terms and Conditions on the following page and agree to be bound by them. I also 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): \_\_\_\_\_

<Please Turn Over>

### **Enrolment Terms and Conditions**

1. Students who do not meet the minimum attendance requirements of a module risk failing that module 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 *Recognition of 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 dates are: **Term 1: 9 February 2024; Term 2: 12 April 2024**. Students who fail to pay by the census date (**Term 1: 1 March 2024; Term 2: 3 May 2024**) will be required to suspend their studies with SITCM for the term.
7. **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 four (4) or less. Please email [accounts@sitcm.edu.au](mailto:accounts@sitcm.edu.au) for further information.
8. **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 VET Student Loans. Students also risk being unenrolled in accordance with the *Fees Policy and Procedure*.
9. **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 Record of Results until the debt has been paid in full.

### **Suspensions and Withdrawals**

10. A domestic student may be granted a suspension for up to two years from the date of approval.
11. An international student may only suspend their studies on compassionate or compelling circumstances as outlined in the *Deferral, Suspension and Withdrawal Policy and Procedure*.
12. Suspension requests should be sent to the SITCM Administration Office using a *Request to Defer or Suspend Form*.
13. The student will be liable for any deposit and/or fee increase that may apply for the subsequent course.
14. Suspension refers to course requirements only, not to course fees.
15. 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**

16. Students who do not meet minimum academic standards risk having their enrolment cancelled in accordance with the *Student Progression Policy and Procedure*.
17. Students who do not complete their studies within the maximum time for completion will have their enrolment cancelled in accordance with the *Student Progression Policy and Procedure*.
18. 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*.

### **Refunds before the Census Date – Domestic Students**

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

### **Refunds before the Census Date – International Students**

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

### **Refunds for Provider Default**

27. 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*.