

Vocational Education & Training Prospectus 2021



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VET Course Guide

CODE	COURSE TITLE	STUDY MODE	TERM INTAKES	DURATION	VSL APPROVED
HLT40215	Certificate IV in Massage Therapy			6 months	No
HLT52015	Diploma of Remedial Massage	On campus	Feb, Apr, Jul and Sep 2021	12 months	Yes
HLT52115	Diploma of Traditional Chinese Medicine (TCM) Remedial Massage			12 months	No



Why choose SITCM?

SITCM has been providing vocational education and training in remedial massage and TCM remedial massage for more than 10 years. We are a progressive institution, established to promote the growth and development of a broader system of health delivery within our community and the health profession.

Our Diplomas in Remedial Massage and TCM Remedial Massage have been designed to ensure that you are supported to get the most out of your SITCM experience. By choosing SITCM, you are joining one of Australia's well established and most respected institutions of vocational education and training.

The training at SITCM enables graduates to serve the community in a variety of ways, through primary health care, ongoing education programs, and working alongside other healthcare professionals in various clinical settings. Graduates are empowered to work in a professional and ethical manner and to raise community confidence in the remedial massage industry.



HLT42015

Certificate IV in Massage Therapy

Course Overview

This qualification is suitable for students who wish to work as a professional massage therapist in Australia. It provides students with skills in therapeutic relaxation massage as well as basic health assessment. It does not reflect the role of a remedial massage therapist.

Students who complete this course may decide to undertake further studies in the area of remedial massage such as the HLT52015 Diploma of Remedial Massage, or Chinese medicine such as the HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage.

Course Duration & Delivery

The course is campus-based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full-time basis over 24 weeks (2 terms). The course comprises of 14 weeks' face-to-face tuition (which includes theory classes and clinical practice), 4 weeks' intensive block practice, 2 weeks' assignment submission and 4 weeks' term break.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities.

Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if students wish to study on campus.

All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course.

Clinical Hours

Students will spend a minimum of 90 hours in clinic.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 44 client massage therapy treatments.

Professional Association

At the successful completion of the Certificate IV, students will be eligible to join the the following associations:

- Australian Traditional Medicine Society (ATMS)
- Association of Massage Therapists (AMT)

Career Opportunities

Attainment of this qualification may lead to opportunities to work as massage therapists who provide general health maintenance treatments. Practitioners may be self-employed or work within a larger health service.



Course Structure

Module Code & Title	Unit Code	Unit Name
COM-1 Common 1	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	BSBSMB404	Undertake small business planning
	HLTAID003 ¹	Provide first aid (via credit transfer)
HMS Human Medical Science	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
CLP-1 Clinic Practice 1	Clinic Practice component of COM-1 and HMS	
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice
	HLTMSG002	Assess client massage needs
	HLTREF002	Provide reflexology for relaxation
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments
	HLTINF004	Manage the control of infection
	HLTWHS004	Manage work health and safety
CLP-2 Clinic Practice 2	Clinic Practice component of SPE-1 and SPE-2	

2021 Course Fees

Student	Tuition Fees	Enrolment Fee ²
Domestic	\$4,203	\$185
International	\$5,725	\$285



What do tuition fees cover?

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for the third re-assessment of an assessment item, first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, stationery, and equipment.

Please peruse the relevant fees policy on pages 20-23 before applying for enrolment.

Entry Requirements

All applicants must:

- Be 18 years of age or over at the time that they commence the course; and
- Provide a copy of their Australian Senior Secondary Certificate of Education (year 12 certificate) or evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification.
- If the applicant does not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, they are required to undertake a Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores include the following:

- Test of English as a Foreign Language (TOEFL) paper-based score of 527 or above; or internet-based test score of 46 or above;
- Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
- Pearson Test of English (PTE) Academic score of 42 or above.

How to Apply

Turn to page 18 for the application process or go straight to SITCM Apply Online

sitcm.edu.au/vet-courses/vet-apply

¹The unit HLTAID003 will be delivered and assessed by an accredited training company and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

²The enrolment fee is non-refundable and payable upon accepting an offer.

HLT52015

Diploma of Remedial Massage

Course Overview

This qualification is suitable for students who are wishing work as a professional remedial massage therapist; it provides students with advance massage and health assessment techniques for management of musculoskeletal and some chronic health conditions.

Students who complete this course may decide to undertake further studies in the area of Traditional Chinese medicine, such as the Bachelor of Traditional Chinese Medicine (BTCM).

Course Duration & Delivery

The program is campus-based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full-time basis over 51 weeks (4 terms). The course comprises of 28 weeks' face-to-face tuition (which includes theory classes and clinical practice), 9 weeks' intensive block practice, 4 weeks' assignment submission and 10 weeks' holidays between terms.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities.

Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if the students wish to study on campus.

All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course.

Clinical Hours

Students will spend a minimum of 200 hours in clinic.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 134 client massage therapy treatments.

Professional Association

At the successful completion of the Diploma, students will be eligible to join the following associations:

- Australian Traditional Medicine Society (ATMS)
- Australian Natural Therapists Association (ANTA)
- Association of Massage Therapists (AMT)
- Federation of Chinese Medicine & Acupuncture (FCMA)

Career Opportunities

Attainment of this qualification may lead to opportunities to work as massage therapists who provide general health maintenance treatments. Practitioners may be self-employed or work within a larger health service.



Course Structure

Module Code & Title	Unit Code	Unit Name
COM-1 Common 1	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	BSBSMB404	Undertake small business planning
	HLTAID003 ³	Provide first aid (via credit transfer)
HMS Human Medical Science	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
CLP-1 Clinic Practice 1	Clinic Practice component of COM-1 and HMS	
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice
	HLTMSG002	Assess client massage needs
	HLTREF002	Provide reflexology for relaxation
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments
	HLTINF004	Manage the control of infection
	HLTWHS004	Manage work health and safety
CLP-2 Clinic Practice 2	Clinic Practice component of SPE-1 and SPE-2	
COM-2 Common 2	CHCPRP003	Reflect on and improve own professional practice
	CHCPRP005	Engage with health professionals and the health system
	CHCPRP002	Collaborate in professional practice
SPE-3 Specialisation 3	HLTMSG005	Provide remedial massage treatments
CLP-3 Clinic Practice 3	Clinic Practice component of COM-2 and SPE-3	
SPE-4 Specialisation 4	HLTMSG003	Perform remedial massage musculoskeletal assessments
	BSBSMB405	Monitor and manage small business operation
SPE-5 Specialisation 5	HLTMSG006	Adapt remedial massage practice to meet specific needs
	HLTMSG008	Monitor and evaluate remedial massage treatment
CLP-4 Clinic Practice 4	Clinic Practice component of SPE-4 and SPE-5	

2021 Course Fees

Student	Tuition Fees	Enrolment Fee ⁴
Domestic	\$9,890	N/A
International	\$13,480	\$285

What do tuition fees cover?

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for the third re-assessment of an assessment item, first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, stationery, and equipment.

Please peruse the relevant fees policy on pages 20-23 before applying for enrolment.

How to Apply

Turn to page 18 for the application process or go straight to SITCM Apply Online

sitcm.edu.au/vet-courses/vet-apply

Entry Requirements

All applicants must:

- Be 18 years of age or over at the time that they commence the course; and
- Provide a copy of their Australian Senior Secondary Certificate of Education (year 12 certificate) or evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification.
- If the applicant does not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, they are required to undertake a Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores include the following:

- Test of English as a Foreign Language (TOEFL) paper-based score of 527 or above; or internet-based test score of 46 or above;
- Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
- Pearson Test of English (PTE) Academic score of 42 or above.

³The unit HLTAID003 will be delivered and assessed by an accredited training company and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

⁴The enrolment fee is non-refundable and payable upon accepting an offer.

HLT52115

Diploma of Traditional Chinese Medicine (TCM) Remedial Massage

Course Overview

This qualification is suitable for students who wish to work as a professional remedial massage therapist; it provides students with advance TCM remedial massage and health assessment techniques for management of musculoskeletal, and some of the common health conditions.

Students who complete this course may decide to undertake further studies in the area of Traditional Chinese medicine, such as the Bachelor of Traditional Chinese Medicine (BTCM).

Course Duration & Delivery

The program is campus-based and includes practical clinic activities to be undertaken on campus at SITCM Teaching Clinic. It is delivered on a full-time basis over 51 weeks (4 terms). The course comprises of 28 weeks' face-to-face tuition (which includes theory classes and clinical practice), 9 weeks' intensive block practice, 4 weeks' assignment submission and 10 weeks' holidays between terms.

Training is conducted by face-to-face tuition in a classroom and clinic environment at the Dixon Street campus, and includes lectures, tutorials, class discussions, case scenarios, case histories, demonstrations, and practical on-site clinic activities.

Students are also required to complete personal study time for each module of the program. The personal study can be conducted in any location, and SITCM will provide rooms and facilities if the students wish to study on campus.

All practical clinic activities are undertaken at SITCM Teaching Clinic. There is no work placement arrangement for this course

Clinical Hours

Students will spend a minimum of 200 hours in clinic.

Assessment

Assessment tasks include written tasks, demonstration, group work assignment and role play. Further evidence is gathered by clinic supervisors, who are also qualified assessors, who observe the student continuously whilst they are in the clinic. This allows the assessment of multiple skills and knowledge integrated into actual clinical massage activities and performance. Students will be required to complete a minimum of 159 client massage therapy treatments.

Professional Association

At the successful completion of the Certificate IV, students will be eligible to join the the following associations:

- Australian Traditional Medicine Society (ATMS)
- Australian Natural Therapists Association (ANTA)
- Association of Massage Therapists (AMT)
- Australian Acupuncture and Chinese Medicine Association (AACMA)
- Federation of Chinese Medicine & Acupuncture (FCMA)

Career Opportunities

Attainment of this qualification may lead to opportunities to work as a TCM remedial massage therapist who works with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.



Course Structure

Module Code & Title	Unit Code	Unit Name	Core / Elective
COM-1 Common 1	CHCCOM006	Establish and manage client relationships	Core
	CHCDIV001	Work with diverse people	Core
	CHCLEG003	Manage legal and ethical compliance	Core
	BSBSMB404	Undertake small business planning	Elective
	HLTAID003 ⁵	Provide first aid (via credit transfer)	Core
HMS Human Medical Science	HLTAAP002	Confirm physical health status	Elective
	HLTAAP003	Analyse and respond to client health information	Core
CLP-1 Clinic Practice 1	Clinic Practice component of COM-1 and HMS		Core
SPE-1 Specialisation 1	HLTMSG001	Develop massage practice	Elective
	HLTMSG002	Assess client massage needs	Elective
	HLTREF002	Provide reflexology for relaxation	Elective
SPE-2 Specialisation 2	HLTMSG004	Provide massage treatments	Elective
	HLTINF004	Manage the control of infection	Core
	HLTWH5004	Manage work health and safety	Core
CLP-2 Clinic Practice 2	Clinic Practice component of SPE-1 and SPE-2		Core
COM-2 Common 2	CHCPRP003	Reflect on and improve own professional practice	Core
	CHCPRP005	Engage with health professionals and the health system	Core
SPE-3(T) Specialisation 3(TCM)	HLTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	Core
	HLTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments	Core
CLP-3(T) Clinic Practice 3(TCM)	Clinic Practice component of COM-2 (FOM-3) and SPE-3(T)		Core
SPE-4(T) Specialisation 4(TCM)	HLTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	Core
SPE-5(T) Specialisation 5(TCM)	HLTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	Core
	HLTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments	Core
CLP-4(T) Clinic Practice 4(TCM)	Clinic Practice component of SPE-4(T) and SPE-5(T)		Core

Course Structure

Elective Module Code & Title	Unit Code	Unit Name	Core / Elective
FOM-1 Foundations of Massage 1	CHCPOL003	Research and apply evidence to practice	Elective
FOM-2 Foundations of Massage 2	HLTHPS010	Interpret and use information about nutrition	Elective
FOM-3 Foundations of Massage 3	HLTMSG007	Adapt remedial massage practice for athletes	Elective
CLP-1 (T) Clinic Practice 1 (TCM)	Clinic Practice component of FOM-1 and FOM-2		Elective
SPE-1 (T) Specialisation 1 (TCM)	CHCCS001	Address the needs of people with chronic disease	Elective
	HLTARO001	Develop aromatherapy practice	Elective
SPE-2 (T) Specialisation 2 (TCM)	HLTARO005	Provide aromatherapy massage treatment	Elective
CLP-2 (T) Clinic Practice 2 (TCM)	Clinic Practice component of SPE-1(T) and SPE-2(T)		Elective

HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage

Qualification Requirement

Students must complete 20 units of competency consisting of 14 core units and 6 elective units to meet the award of the HLT52115 Diploma of TCM remedial massage qualification.

Elective Modules

Domestic students have the opportunity to tailor their course that meets their needs and interests by choosing elective modules. Students will receive a Statement of Attainment upon completion of at least one elective module listed above.

Not all the elective modules may be available in a study period and students should contact STICM for elective module selection before enrolment:

- email administration@sitcm.edu.au
- phone (02) 9212 1968

⁵The unit HLTAID003 will be delivered and assessed by an accredited training company and is granted via credit transfer. The cost of first aid training is NOT covered by tuition fees.

2021 Course Fees

Module Code	Module Title	Domestic Student		International Student	
		\$ for module	\$ for Term	\$ for module	\$ for Term
COM-1	Common 1	905	1960	1233	2669
HMS	Human Medical Science	905		1233	
CLP-1	Clinical Practice 1	150		203	
SPE-1	Specialisation 1	905	2243	1233	3056
SPE-2	Specialisation 2	905		1233	
CLP-2	Clinical Practice 12	433		590	
COM-2 / FOM-1	Common 2 / Foundation of Massage 1	453	1869	880	3625
SPE-3 (T)	Specialisation 3 (TCM)	1217		2360	
CLP-3 (T)	Clinical Practice 3 (TCM)	199		385	
SPE-4 (T)	Specialisation 4 (TCM)	835	2131	1620	4130
SPE-5 (T)	Specialisation 5 (TCM)	835		1620	
CLP-4 (T)	Clinical Practice 4 (TCM)	461		890	
FOM-2	Foundation of Massage 2	905	1960	Not Applicable	
FOM-3	Foundation of Massage 33	905			
CLP-1 (T)	Clinical Practice 1 (TCM)	150			
SPE-1 (T)	Specialisation 1 (TCM)	905	2243		
SPE-2 (T)	Specialisation 2 (TCM)	905			
CLP-2 (T)	Clinical Practice 2 (TCM)	433			

Enrolment Fee

- Domestic students: \$185
- International students: \$285

The enrolment fee is non-refundable and payable upon accepting an offer.

What do tuition fees cover?

- Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- Tuition fees DO NOT cover the charges for the third re-assessment of an assessment item, first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, stationery, and equipment.

Please peruse the relevant fees policy on pages 20-23 before applying for enrolment.

How to Apply

Turn to page 18 for the application process or go straight to SITCM Apply Online

sitcm.edu.au/vet-courses/vet-apply

Entry Requirements

All applicants must:

- Be 18 years of age or over at the time that they commence the course; and
- Provide a copy of their Australian Senior Secondary Certificate of Education (year 12 certificate) or evidence of successful completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification.
- If the applicant does not have an Australian year 12 Certificate or have not successfully completed an AQF Certificate IV or higher qualification, they are required to undertake a Language, Literacy and Numeracy (LLN) test and be assessed as competent at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

International applicants must have an IELTS score of 5.5 or above (or equivalent) and must provide documentation to that effect. Equivalent English language test scores include the following:

- Test of English as a Foreign Language (TOEFL) paper-based score of 527 or above; or internet-based test score of 46 or above;
- Cambridge English: Advanced (Certificate in Advanced English) score of 162 or above;
- Pearson Test of English (PTE) Academic score of 42 or above.





Fees Policy for Domestic Students

This section applies to domestic students. A domestic student is:

- An Australian or New Zealand citizen,
- A permanent resident of Australia, or
- A holder of an Australian permanent humanitarian visa.

All other students are international students.

1. Tuition Fees

- ◆ Tuition fees are indicated above under each course.
- ◆ Tuition fees DO cover the charges for tuition administration, initial uniform and clinical placement handbook.
- ◆ Tuition fees DO NOT cover the charges for the third re-assessment of an assessment item, first aid training, accommodation, living expenses, non-compulsory textbooks, additional uniforms, and stationery.

2. Incidental Fees

Incidental fees are not covered by tuition fees.

- ◆ Printed copies of record books, workbooks, handouts, module books or other printed matter issued as part of the Training Material that is available online, or are lost or misplaced - \$0.20 is charged per single-sided print (b&w)
- ◆ Copies of Academic Transcripts (Where first copy provided free of charge) \$20.00
- ◆ Copies of Formal Qualifications (Where first copy provided free of charge) \$50.00
- ◆ Student ID Card (Where first copy provided free of charge) \$20.00
- ◆ Re-assessment of an assessment item (Where a student has been provided with two re-attempt opportunities at no cost) \$150.00

3. VET Student Loans

A student can pay their tuition fees for the HLT52015 Diploma of Remedial Massage course using a VET Student Loan.

A VET Student Loan is a loan from the Commonwealth. The loan will remain a personal debt until it is repaid to the Commonwealth. The loan may, until the debt is repaid, reduce a student's take-home (after-tax) wage or salary and may reduce the student's borrowing capacity. A student may wish to seek independent financial advice before applying for a loan.

All students wishing to apply for a VET Student Loan must be assessed for academic suitability to undertake a high level VET qualification. Refer to the VET Student Loan Student Entry Procedure on the SITCM website: <https://www.sitcm.edu.au/vet-courses/vet-fee-help/>

4. Late Enrolment Fee

If a student enrolls in a module 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.

5. Transfer of Fees

No fees will be transferred to other external institutions or persons.

6. Centrelink Benefits

Austudy and Youth Allowance are available for eligible full-time students. Contact Centrelink for further information: www.humanservices.gov.au/customer/dhs/centrelink

7. Fee Payment Schedule

SITCM does not collect more than \$1500 in advance for any student. All fees are collected in accordance with the Fee Payment Schedule which is published on the SITCM website: <https://www.sitcm.edu.au/vet-fee-policy/>

8. Refunds

In the event of a student withdrawing from a module on or before the census date for that module, 100% of tuition fees paid for that module will be refunded to the student. In the event of a student withdrawing from a module after the census date for that module, no refund is applicable.

Refer to the following SITCM webpages:

- ◆ Academic Calendar: www.sitcm.edu.au/calendar/
- ◆ Refund Policy & Procedure: <https://www.sitcm.edu.au/vet-courses/vet-policies-forms/>



Fees Policy for International Students

Please note that Sections 1 and 2 of the Fees Policy for Domestic Students are also applicable to International Students.

Enrolment Fee

International applicants must pay a non-refundable enrolment fee of AUD\$285.00 upon accepting an offer of enrolment.

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.

Transfer of Fees

No fees will be transferred to other external institutions or persons.

Late Payment Fee

If fees are not paid by the due date, a late fee of \$250.00 may be charged, and students may lose their place in the course.

Fee Payment Schedule

SITCM does not collect more than \$1500 in advance for any student. All fees are collected in accordance with the Fee Payment Schedule which is published on the SITCM website: <https://www.sitcm.edu.au/vet-fee-policy/>

Refund for Visa Application Rejection

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 application fee will not be refunded.

All requests for a refund must be made in writing. SITCM undertakes to make payment of all refunds within 28 days of receipt of a written application for refund. SITCM will provide a statement that explains how any refund amount has been calculated.

Refund Policy & Procedure

International students who withdraw from their course and provide written notification to SITCM:

- a. Before the term commencement date will have 90% of their tuition fees refunded.
- b. Within four (4) weeks after the term commencement date will have 70% of their tuition fees refunded.
- c. Four (4) weeks or more after the term commencement date will receive no refund.

In all circumstances the enrolment fee is non-refundable.

Please refer to the Refund Policy & Procedure on the SITCM website: <https://www.sitcm.edu.au/vet-courses/vet-policies-forms/>

Refunds Paid if SITCM Defaults

- If the offered course does not start on the published or agreed starting day
- 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 the Australian Government.

SITCM will pay a full refund to all international students within two (2) weeks after the default pay. SITCM will provide all students with a statement that explains how the refund amount has been calculated.

The Refund Policy & Procedure is subject to review from time to time. Please check the current Refund Policy & Procedure before accepting an offer. The written agreement (acceptance of an offer), 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.

Application Process

STEP 1

Complete the Student Application Form available at sitcm.edu.au/vet-courses/vet-apply. Attach all required documentation listed on the form.

Alternatively, submit the application form and the necessary documentation to:

Sydney Institute of Traditional Chinese Medicine

PO Box K623

Haymarket, NSW 2000

AUSTRALIA

STEP 2

If your application is successful, you will receive an Offer of Enrolment & Acceptance Agreement for your nominated course, along with pre-enrolment and fee payment information.

STEP 3

Sign and return the Acceptance Agreement to us, before paying your fees. Please read the Terms and Conditions of Acceptance carefully before signing the agreement.

STEP 4

An invoice will be sent to you upon receipt of your payment.

International students will also receive an electronic Confirmation of Enrolment (eCoE). The eCoE is used to apply for your student visa.

Obtaining a Visa

International students applying to study in Australia will require a student visa. Application for, and processing of, student visas can take up to six months. An application fee applies for visas.

For all visa inquiries and applications, students should contact their local Australian Embassy, High Commission or Diplomatic Mission. It is a student's responsibility to ensure a visa is received in sufficient time to commence studies at SITCM by the commencement date of the offer.

For more information please contact:

- Australian Government embassies, high commissions, consulates, multilateral missions and representative offices <https://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>
- Australian Department of Home Affairs homeaffairs.gov.au/trav/stud

2021 ACADEMIC CALENDAR

Semester 1 (Term 1 and 2)

Dates	Higher Education	VET
08 – 14	Week 1 – Class	T1W1 – Class
15 – 21	Week 2 – Class	T1W2 – Class
22 – 28	Week 3 – Class	T1W3 – Class 26 Feb: Census Date
01 – 07	Week 4 – Class 05 Mar: Census Date	T1W4 – Class
08 – 14	Week 5 – Class	T1W5 – Class
15 – 21	Week 6 – Class	T1W6 – Class
22 – 28	Week 7 – Class	T1W7 – Class
29 – 04	30-05 Apr: Mid Semester Break	Term 1 Break
05 – 11	Week 9 – Class	
12 – 18	Week 10 – Class	T2W1 – Class
19 – 25	Week 11 – Class	T2W2 – Class
26 – 02	Week 12 – Class	T2W3 – Class 30 Apr: Census Date
03 – 09	Week 13 – Class	T2W4 – Class
10 – 16	Week 14 – Class	T2W5 – Class
17 – 23	Week 15 – Class / Revision	T2W6 – Class
24 – 30	Study Vacation Period	T2W7 – Class
31 – 06	Examination Period	Intensive Block Training (available by student demand)
07 – 13		
14 – 20		
21 – 27	Semester 1 Break Start	Term 2 Break
28 – 04		
05 – 11	07 Jul: Semester 1 Results release/Supplementary Exam offer and timetable release	01 Aug: Final Assessments due
12 – 18	12-16 Jul: Deferred and Supplementary Exam Period	
19 – 01	21 Jul: Deferred and Supplementary Exam results release	

Important Dates:
02 Apr – 05 Apr: Good Friday and Easter (Public Holiday)
25 Apr: Anzac Day (Public Holiday)
14 Jun: Queens Birthday (Public Holiday)

Semester 2 (Term 3 and 4)

Dates	Higher Education	VET
26 – 01	Week 1 – Class	T3W1 – Class
02 – 08	Week 2 – Class	T3W2 – Class
09 – 15	Week 3 – Class	T3W3 – Class 13 Aug: Census Date
16 – 22	Week 4 – Class 20 Aug: Census Date	T3W4 – Class
23 – 29	Week 5 – Class	T3W5 – Class
30 – 05	Week 6 – Class	T3W6 – Class
06 – 12	Week 7 – Class	T3W7 – Class
13 – 19	13-19 Sep: Mid Semester Break	Term 3 Break
20 – 26	Week 9 – Class	
27 – 03	Week 10 – Class	T4W1 – Class
04 – 10	Week 11 – Class	T4W2 – Class
11 – 17	Week 12 – Class	T4W3 – Class 15 Oct: Census Date
18 – 24	Week 13 – Class	T4W4 – Class
25 – 31	Week 14 – Class	T4W5 – Class
01 – 07	Week 15 – Class / Revision	T4W6 – Class
08 – 14	Study Vacation Period	T4W7 – Class
15 – 21	Examination Period	Intensive Block Training (available by student demand)
22 – 28		
29 – 05		
06 – 12	Semester 2 Break Start	Term 4 Break
13 – 19	15 Dec: Semester 2 Results release/Supplementary Exam offer and timetable release	30 Jan: Final Assessments due
20 – 26	10-14 Jan: Deferred and Supplementary Exam Period	
10 – 16	27 Jan: Deferred and Supplementary Exam results release	
17 – 23		
24 – 30		

Important Dates:
04 Oct: Labour Day (Public Holiday)
05 Dec: End-of-Year Dinner Celebration
25 Dec – 09 Jan 2022: SITCM holiday closure



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Disclaimer: SITCM courses, electives, fees, staff allocations and any related arrangements, as stated in this Prospectus, are an expression of intent only and are not to be taken as a firm offer or undertaking. SITCM reserves the right to make alterations to any matter contained in this publication without notice. Information contained in this publication is correct at September 2020. Prospective students should contact SITCM to confirm admission requirements, availability of courses and electives, and other details.

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