



Sydney Institute of
Traditional Chinese Medicine

Vocational Education & Training Prospectus 2023



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VET Course Guide

COURSE NAME	STUDY MODE	INTAKES	DURATION	VSL APPROVED
HLT40215 Certificate IV in Massage Therapy		Feb / Jul	6 months	No
HLT52015 Diploma of Remedial Massage	Blended Training	Feb / Apr / Jul / Sep	12 months	Yes
HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage		Feb / Jul	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 course is suitable for students who wish to work as a professional massage therapist in Australia. It provides students with a foundational knowledge massage, human anatomy and skills of performing basic health assessment, and providing relaxation massage.

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 84 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 53 client massage therapy treatments.

Professional Association

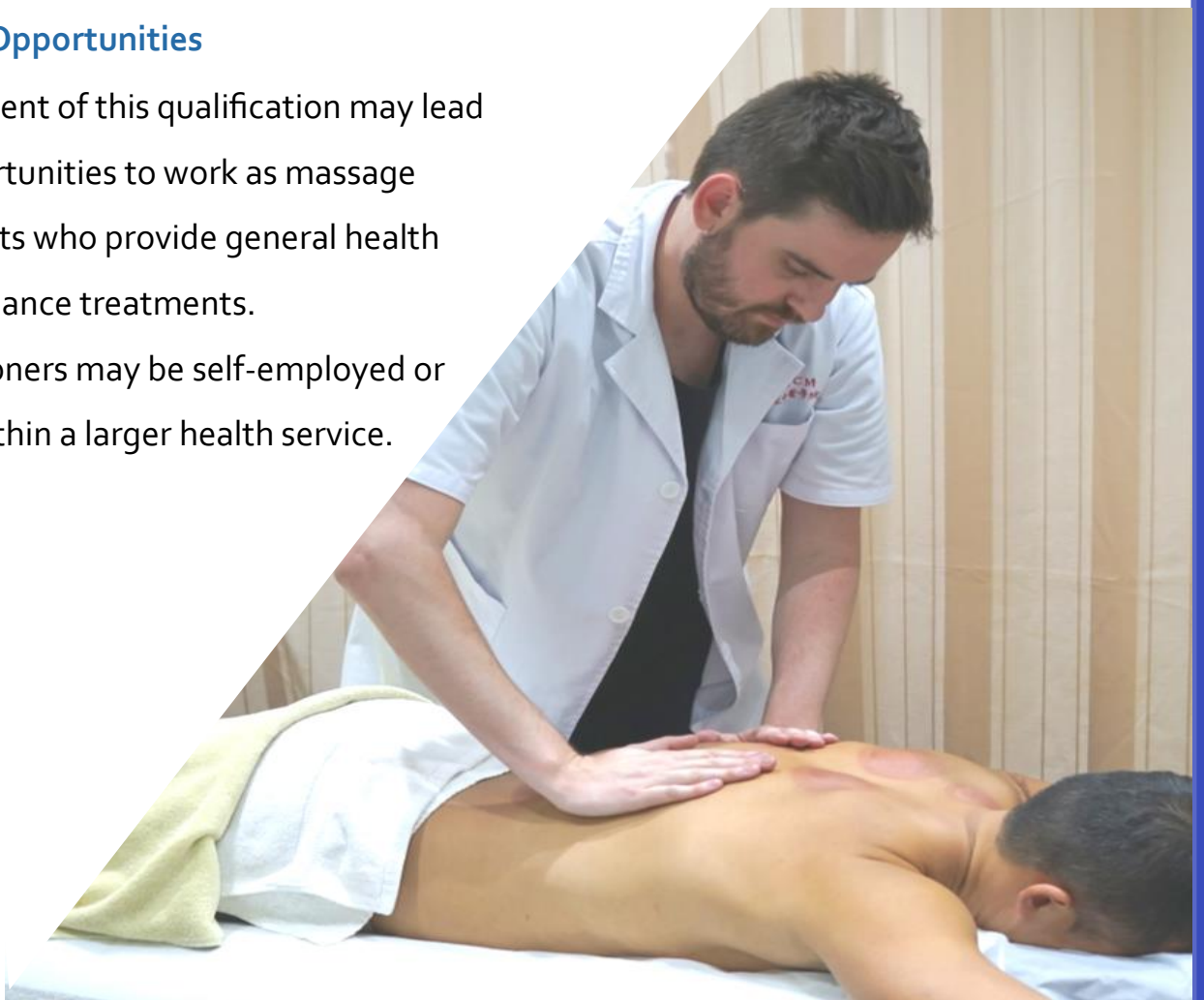
At the successful completion of the Certificate IV, students will be eligible to join the following associations:

- 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: HLT42015 Certificate IV in Massage Therapy

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 prevention and control of infection
	HLTWHS004	Manage work health and safety
CLP-2 Clinic Practice 2	Clinic Practice component of SPE-1 and SPE-2	

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.



Certificate IV in
Massage Therapy

2023 Course Fees: HLT42015 Certificate IV in Massage Therapy

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 2	433		590	
TOTAL COURSE FEE		\$ 4203		\$ 5725	

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 16** for the Entry Requirement; and

Turn to **page 17** for the application process or go straight to SITCM Apply Online

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

HLT52015

Diploma of Remedial Massage

Course Overview

This course is suitable for students who are wishing work as a professional remedial massage therapist; it provides students with fundamental knowledge of remedial massage, human anatomy, and skills of remedial massage assessment and techniques for management of various musculoskeletal conditions. In this course, the student will also learn how to effectively communicate with clients, manage the clinical operation and establish a remedial massage clinic.

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.



Clinic 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 113 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: HLT52015 Diploma of Remedial Massage

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 prevention and 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	

³ The 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.

2023 Course Fees: HLT52015 Diploma of Remedial Massage

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	Common 2	645	2657	880	3625
SPE-3	Specialisation 3	1730		2360	
CLP-3	Clinical Practice 3	282		385	
SPE-4	Specialisation 4	1188	3030	1620	4130
SPE-5	Specialisation 5	1188		1620	
CLP-4	Clinical Practice 4	654		890	
TOTAL COURSE FEE		\$ 9890		\$ 13480	

Enrolment Fee

- Domestic students: \$0
- 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 16** for the Entry Requirement; and

Turn to **page 17** for the application process or go straight to SITCM Apply Online

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

HLT52115

Diploma of TCM Remedial Massage

Course Overview

This course is suitable for students who wish to work as a professional TCM remedial massage therapist; students will learn the knowledge of human anatomy and TCM fundamental theory as well as the TCM remedial massage assessment and treatment skills to addressing various health conditions.

This course also offers an option for the student to extend their knowledge and skills beyond the TCM remedial massage, in the area of nutrition, research, sports massage, aromatherapy and chronic pain management.

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 54 massage treatment sessions, and 100 TCM massage treatment sessions.

Professional Association

At the successful completion of the Certificate IV, students will be eligible to join 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: HLT52115 Diploma of TCM Remedial Massage

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 prevention and control of infection	Core
	HLTWHS004	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)	HLTTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice	Core
	HLTTTCM002	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)	HLTTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments	Core
SPE-5(T) Specialisation 5(TCM)	HLTTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs	Core
	HLTTTCM005	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

⁵ The 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.

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.

2023 Course Fees: HLT52115 Diploma of TCM Remedial Massage

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	Common 2	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	
TOTAL COURSE FEE		\$ 8203		\$ 13480	

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.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for RPL or CT based on relevant educational history and work experience, further details to be contacted with SITCM administration office.

How to Apply

Turn to **page 16** for the Entry Requirement; and

Turn to **page 17** for the application process or go straight to SITCM Apply Online

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

Entry Requirement

&

Application Process

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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.

Application Process

STEP 1

Complete the Student Application Form by emailing administration@sitcm.edu.au or Applying Online at <http://www.sitcm.edu.au/vet-courses/vet-apply/>.

You can submit your application and supporting documents in a number of ways:

- In-person at the Administration Office
- Email to administration@sitcm.edu.au
- Post to Sydney Institute of Traditional Chinese Medicine
- If you applied online, you will receive an email from SITCM requesting documents to support your application.

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

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.

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, stationery, and equipment.

Incidental Fees

Incidental fees are not covered by tuition fees.

- ♦ Printed copies of record books, workbooks, handouts, module books or other printed materials 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



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.

Please note that a 20 per cent loan fee applies to VET Student Loans.

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:

www.sitcm.edu.au/vet-courses/vet-fee-help/

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.

Late Payment Fee

If fees are not paid by the due date, a late fee of \$250 may be charged and student may lose their place in the course

Transfer of Fees

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

Centrelink Payments

Austudy and Youth Allowance are available for eligible full-time students enrolled in the HLT52015 Diploma of Remedial Massage. Contact Centrelink for further information:

www.servicesaustralia.gov.au/individuals/centrelink

Refund before census date

If a domestic fee-paying student withdraws from a unit on or before the census date (as per the *Deferral, Suspension and Withdrawal Policy*):

- a. If the student has not already paid tuition fees, they will not be liable to pay.
- b. If the student has already paid some or all of their tuition fees, these will be refunded to the student.

All refund requests must be submitted on the *Refund Request Form*. Refer to the following SITCM website:

- ♦ Academic Calendar: www.sitcm.edu.au/calendar/
- ♦ Refund Policy & Procedure: www.sitcm.edu.au/vet-courses/vet-policies-forms/

Fees Policy for International Students

Please note that the Tuition Fees and Incidental Fees under 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.

Refunds if a student visa is refused

An international student will receive a refund if their student visa has been refused. Refund amounts differ depending on whether:

- a. An international student is already onshore and has commenced a course while awaiting the outcome of a new visa or extension of their visa; or
- b. An international student has been refused a visa while they are still in their home country/offshore and therefore has not commenced a course.

All refund requests must be submitted on the *Refund Request Form*. SITCM undertakes to make payment of all refunds within 28 days of receipt of a *Refund Request Form*. SITCM will provide a statement that explains how any refund amount has been calculated.

Refund before census date

If an international student withdraws from a unit of study (as per the *Deferral, Suspension and Withdrawal Policy*):

- a. Before the term commencement date, they will have 90% of their tuition fees refunded.
- b. Between the term commencement date and the relevant census date, will have 70% of the tuition fees refunded.

Please refer to the *Refund Policy & Procedure* on the SITCM website:

www.sitcm.edu.au/vet-courses/vet-policies-forms/

Refunds 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 14 days of 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.





SITCM Admin Office

Level 5, 25 Dixon Street,
Sydney 2000 NSW

F +61 2 9281 4268

P +61 2 9212 1968

E administration@sitcm.edu.au

Postal Address

PO BOX K23
Haymarket, 2000 NSW Australia

RTO Code 5143

CRICOS Provider Code 01768k

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.

Sydney Institute of Traditional
Chinese Medicine is a registered
business name of Sydney Institute of
Health Sciences Pty Ltd

