



Sydney Institute of
Traditional Chinese Medicine



Vocational Education & Training Prospectus 2024

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VET Course Guide

COURSE NAME	STUDY MODE	INTAKES	DURATION	VSL AP-PROVED
HLT42015 Certificate IV in Massage Therapy			6 months	No
HLT52015 Diploma of Remedial Massage	eLearning & on-campus Training	Feb / Apr Aug / Oct	12 months	Yes
HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage			12 months	No

Why choose SITCM?

Studying a Diploma of Remedial Massage, like the one offered by the Sydney Institute of Traditional Chinese Medicine (SITCM), presents a valuable and practical route for those aiming to enter the massage industry. This program is an efficient and cost-effective approach to becoming a nationally accredited Remedial Massage Therapist. It is tailored for students keen on a career in wellness, operating in massage clinics, or starting their own business.

The massage program at SITCM offers foundational skills and techniques essential for a career in massage therapy. The curriculum includes various techniques such as Swedish and pregnancy Massage, Trigger Point and Thermotherapy, Myofascial Release Techniques, and other modalities like Reflexology, Seated Massage, Sports Massage, and manual lymphatic drainage. These skills are particularly beneficial for working in a massage and wellness clinic environment.

An important aspect of this program is its flexible blended delivery options. It can be pursued through Self-Directed eLearning for theory components with hands-on practice for the skills that enable you to become a professional remedial massage therapist. This unique blended learning method, conducted on-site from a SITCM classroom, allows learners to interact with trainers for guidance and practice with fellow students, offering a blend of online and interactive learning experiences.

Moreover, the HLT52015 Diploma of Remedial Massage Program is eligible for VET Student Loan funding for qualifying students. Graduates of this program can register with all major private health funds and industry associations.

HLT42015

Certificate IV in Massage Therapy

Course Overview

This course is ideal for students aiming to pursue a career as professional massage therapists in Australia. It offers foundational knowledge in massage techniques and human anatomy, as well as skills in conducting basic health assessments and performing relaxation massages. Upon completion, students may opt to further their expertise in remedial massage by undertaking the HLT52015 Diploma of Remedial Massage, or delve into the field of Chinese medicine with the HLT52115 Diploma of Traditional Chinese Medicine (TCM) Remedial Massage.

Course Duration & Delivery

The course is delivered on a full-time basis over 6 months or part-time basis over 12 months. It comprises 2 terms of blended training, which includes eLearning theory lessons, on-campus skill training, and clinical practice. Between these terms, there are periods for 2 weeks of assessment submission and a total of 4 weeks of term breaks.

The course offers a blended learning approach, combining self-paced eLearning with on-campus training. Students approximately spend **2 days a week on campus**. One day focuses on developing massage skills through hands-on practice, scenario-based simulations, and trainer-led discussions, enhancing clinical problem-solving and practical application. Another day is spent in the SITCM Student Clinic, applying skills by treating clients under supervision. During eLearning, students have continuous online access to trainers for guidance, ensuring a balance of theoretical and practical learning for a career in massage therapy.

Clinical Hours

Students will spend a minimum of 84 hours in clinic.

Assessment

Assessment tasks encompass a variety of formats including written questions, practical demonstrations, group work projects, and role-play exercises. Additionally, ongoing assessment is conducted by clinic supervisors, who are also qualified assessors, through continuous observation of students during their clinical practice. This approach enables a comprehensive evaluation of a wide range of skills and knowledge as they are applied in real-world clinical massage activities and performance.

Professional Association

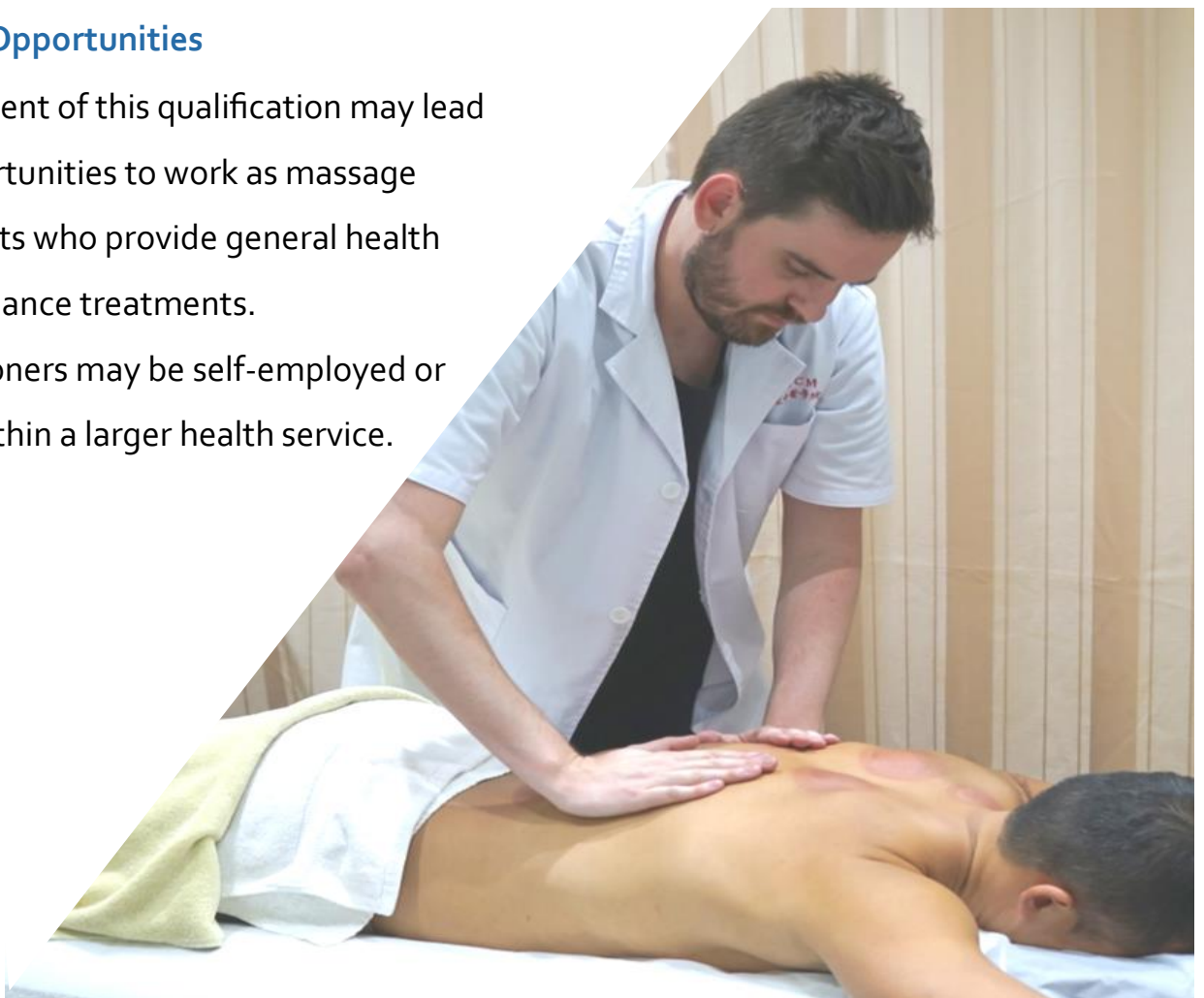
At the successful completion of the Certificate IV, students will be eligible to join the following associations:

- Australian Traditional Medicine Society (ATMS)

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	Unit Code	Unit Name	Delivery
COM Communication with clients	CHCCOM006	Establish and manage client relationships	Blended
	CHCDIV001	Work with diverse people	
	CHCLEG003	Manage legal and ethical compliance	
	HLTAID003	Provide first aid (special arrangement)	
FSP Foundational Theory and Safe Practice	HLTMSG001	Develop massage practice	
	HLTINF004	Manage the prevention and control of infection	
	HLTWH004	Manage work health and safety	
MAT1 Massage Technique 1	HLTMSG002	Assess client massage needs	
	HLTMSG004	Provide massages treatments	
	HLTREF002	Provide reflexology for relaxation	
CLP1 Clinic Practice 1	Clinic practice parts of the unit of competency of COM1, FSP1, MAT1		
ANA Anatomy and Physiology	HLTAAP002	Confirm physical health status	Blended
	HLTAAP003	Analyse and respond to client health information	
MAT2 Massage Technique 2	HLTMSG002	Assess client massage needs	
	HLTINF004	Provide massages treatments	
	HLTREF002	Provide reflexology for relaxation	
CLP2 Clinic Practice 2	Clinic practice parts of the unit of competency of ANA1, MAT1, MAT2		

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.



2024 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	Communication with clients	453	2190	617	2983
FSP	Foundational Theory and Safe Practice	453		617	
MAT1	Massage Technique 1	904		1232	
CLP1	Clinic Practice 1	380		517	
ANA	Anatomy and Physiology	905	2190	1233	2983
MAT2	Massage Technique 2	905		1233	
CLP2	Clinic Practice 2	380		517	
TOTAL COURSE FEE		4380		5966	

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 designed for students aspiring to become professional remedial massage therapists. It equips them with essential knowledge in remedial massage and human anatomy, alongside practical skills for assessing and managing a range of musculoskeletal conditions. Additionally, the course emphasizes the development of effective communication skills with clients, clinical operation management, and the foundational steps for establishing a successful remedial massage clinic. Upon completion, students may choose to further their education in the field of Traditional Chinese Medicine, including the pursuit of a Bachelor of Traditional Chinese Medicine (BTCM).

Course Duration & Delivery

The course is delivered on a full-time basis over 12 months or part-time basis over 24 months. It comprises 4 terms of blended training, which includes eLearning theory lessons, on-campus skill training, and clinical practice. Between these terms, there are periods for 4 weeks of assessment submission and a total of 10 weeks of term breaks.

The course offers a blended learning approach, combining self-paced eLearning with on-campus training. Students typically spend **2 days a week on campus**. One day focuses on developing remedial massage skills through hands-on practice, scenario-based simulations, and trainer-led discussions, enhancing clinical problem-solving and practical application. Another day is spent in the SITCM Student Clinic, applying skills by treating clients under supervision. During eLearning, students have continuous online access to trainers for guidance, ensuring a balance of theoretical and practical learning for a career in remedial massage therapy.



Clinic Hours

Students will spend a minimum of 200 hours in clinic.

Assessment

Assessment tasks encompass a variety of formats including written questions, practical demonstrations, group work projects, and role-play exercises. Additionally, ongoing assessment is conducted by clinic supervisors, who are also qualified assessors, through continuous observation of students during their clinical practice. This approach enables a comprehensive evaluation of a wide range of skills and knowledge as they are applied in real-world clinical massage activities and performance.

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	Unit Code	Unit Name
COM Communication with clients	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	HLTAID003	Provide first aid (special arrangement) *
FSP Foundational Theory and Safe Practice	HLTMSG001	Develop massage practice
	HLTINF004	Manage the prevention and control of infection
	HLTWHS004	Manage work health and safety
MAT1 Massage Technique 1	HLTMSG002	Assess client massage needs
	HLTMSG004	Provide massages treatments
	HLTREF002	Provide reflexology for relaxation
CLP1 Clinic Practice 1	Clinic practice parts of the unit of competency of COM ₁ , FSP ₁ , MAT ₁	
ANA Anatomy and Physiology	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
MAT2 Massage Technique 2	HLTMSG002	Assess client massage needs
	HLTINF004	Provide massages treatments
	HLTREF002	Provide reflexology for relaxation
CLP2 Clinic Practice 2	Clinic practice parts of the unit of competency of ANA ₁ , MAT ₁ , MAT ₂	
PRC Professional Practice	CHCPRP003	Reflect on and improve own professional practice
	CHCPRP005	Engage with health professionals and the health system
	CHCPRP002	Collaborate in professional practice
	BSBSMB404	Undertake small business planning
RMT1 Remedial Massage Technique 1	HLTMSG003	Perform remedial massage musculoskeletal assessments
	HLTMSG005	Provide remedial massage treatments
CLP3 Clinic Practice 3	Clinic practice parts of the unit of competency of PRC, RMT ₁	
RMT2 Remedial Massage Technique 2	HLTMSG003	Perform remedial massage musculoskeletal assessments
	HLTMSG005	Provide remedial massage treatments
	BSBSMB405	Monitor and manage small business operations
RMP Remedial Massage Practice	HLTMSG006	Adapt remedial massage practice to meet specific needs
	HLTMSG008	Monitor and evaluate remedial massage treatment
CLP4 Clinic Practice 4	Clinic practice parts of the unit of competency of RMT ₁ , RMT ₂ , RMP ₁	

2024 Course Fees: HLT52015 Diploma of Remedial Massage

Module Code	Module Title	Domestic Student		International Student	
		\$ for module	\$ for Term	\$ for module	\$ for Term
COM	Communication with client	453	2190	617	2983
FSP	Foundation Theory and Safe Practice	453		617	
MAT1	Massage Technique 1	904		1232	
CLP1	Clinical Practice 1	380		517	
ANA	Anatomy and Physiology	905	2190	1233	2983
MAT2	Massage Technique 2	905		1233	
CLP2	Clinical Practice 2	380		517	
PRC	Professional Practice	645	2755	880	3757
RMT-1	Remedial Massage Technique 1	1730		2360	
CLP3	Clinical Practice 3	380		517	
RMT2	Remedial Massage Technique 2	1188	2755	1620	3757
RMP	Remedial Massage Practice	1188		1620	
CLP4	Clinical Practice 4	380		517	
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 tailored for individuals aspiring to become professional Traditional Chinese Medicine (TCM) remedial massage therapists. It provides an in-depth understanding of human anatomy and the foundational theories of TCM, along with specific skills in TCM remedial massage assessment and treatment techniques for various health conditions. Additionally, the course offers opportunities for students to broaden their expertise in areas beyond TCM remedial massage, including nutrition, research methodologies, sports massage, aromatherapy, and chronic pain management. Upon successful completion, students may choose to further their studies in Traditional Chinese Medicine, potentially pursuing a Bachelor of Traditional Chinese Medicine (BTCM).

Course Duration & Delivery

The course is delivered on a full-time basis over 12 months or part-time basis over 24 months. It comprises 4 terms of blended training, which includes eLearning theory lessons, on-campus skill training, and clinical practice. Between these terms, there are periods for 4 weeks of assessment submission and a total of 10 weeks of term breaks.

The course offers a blended learning approach, combining self-paced eLearning with on-campus training. Students typically spend **2 days a week on campus**. One day focuses on developing remedial massage skills through hands-on practice, scenario-based simulations, and trainer-led discussions, enhancing clinical problem-solving and practical application. Another day is spent in the SITCM Student Clinic, applying skills by treating clients under supervision. During eLearning, students have continuous online access to trainers for guidance, ensuring a balance of theoretical and practical learning for a career in remedial massage therapy.



Clinical Hours

Students will spend a minimum of 200 hours in clinic.

Assessment

Assessment tasks encompass a variety of formats including written questions, practical demonstrations, group work projects, and role-play exercises. Additionally, ongoing assessment is conducted by clinic supervisors, who are also qualified assessors, through continuous observation of students during their clinical practice. This approach enables a comprehensive evaluation of a wide range of skills and knowledge as they are applied in real-world clinical massage activities and performance.

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	Unit Code	Unit Name
COM Communication with clients	CHCCOM006	Establish and manage client relationships
	CHCDIV001	Work with diverse people
	CHCLEG003	Manage legal and ethical compliance
	HLTAID003	Provide first aid (special arrangement) *
FSP Foundational Theory and Safe Practice	HLTMSG001	Develop massage practice
	HLTINF004	Manage the prevention and control of infection
	HLTWHS004	Manage work health and safety
MAT1 Massage Technique 1	HLTMSG002	Assess client massage needs
	HLTMSG004	Provide massages treatments
	HLTREF002	Provide reflexology for relaxation
CLP1 Clinic Practice 1	Clinic practice parts of the unit of competency of COM1, FSP1, MAT1	
ANA Anatomy and Physiology	HLTAAP002	Confirm physical health status
	HLTAAP003	Analyse and respond to client health information
MAT2 Massage Technique 2	HLTMSG002	Assess client massage needs
	HLTINF004	Provide massages treatments
	HLTREF002	Provide reflexology for relaxation
CLP2 Clinic Practice 2	Clinic practice parts of the unit of competency of ANA1, MAT1, MAT2	
PRC Professional Practice	CHCPRP003	Reflect on and improve own professional practice
	CHCPRP005	Engage with health professionals and the health system
	CHCPRP002	Collaborate in professional practice
	BSBSMB404	Undertake small business planning
TCM1 TCM Remedial Massage 1	HLTTCM001	Develop Traditional Chinese Medicine (TCM) remedial massage practice
	HLTTCM002	Perform Traditional Chinese Medicine (TCM) remedial massage health assessments
CLP3 Clinic Practice 3	Clinic practice parts of the unit of competency of PRC and TCM1	
TCM2 TCM Remedial Massage 2	HLTTCM003	Provide Traditional Chinese Medicine (TCM) remedial massage treatments
TCM3 TCM Remedial Massage 3	HLTTCM004	Adapt Traditional Chinese Medicine (TCM) remedial massage practice to meet specific needs
	HLTTCM005	Monitor and evaluate Traditional Chinese Medicine (TCM) remedial massage treatments
CLP4 Clinic Practice 4	Clinic practice parts of the unit of competency of TCM1, TCM2, TCM3	

2024 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	Communication with client	453	2190	617	2983
FSP	Foundation Theory and Safe Practice	453		617	
MAT1	Massage Technique 1	904		1232	
CLP1	Clinical Practice 1	380		517	
ANA	Anatomy and Physiology	905	2190	1233	2983
MAT2	Massage Technique 2	905		1233	
CLP2	Clinical Practice 2	380		517	
PRC	Professional Practice	453	1911	880	3757
TCM1	TCM Remedial Massage 1	1217		2360	
CLP3	Clinical Practice 3	241		517	
TCM2	TCM Remedial Massage 2	835	1912	1620	3757
TCM3	TCM Remedial Massage 3	835		1620	
CLP4	Clinical Practice 4	242		517	
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.

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

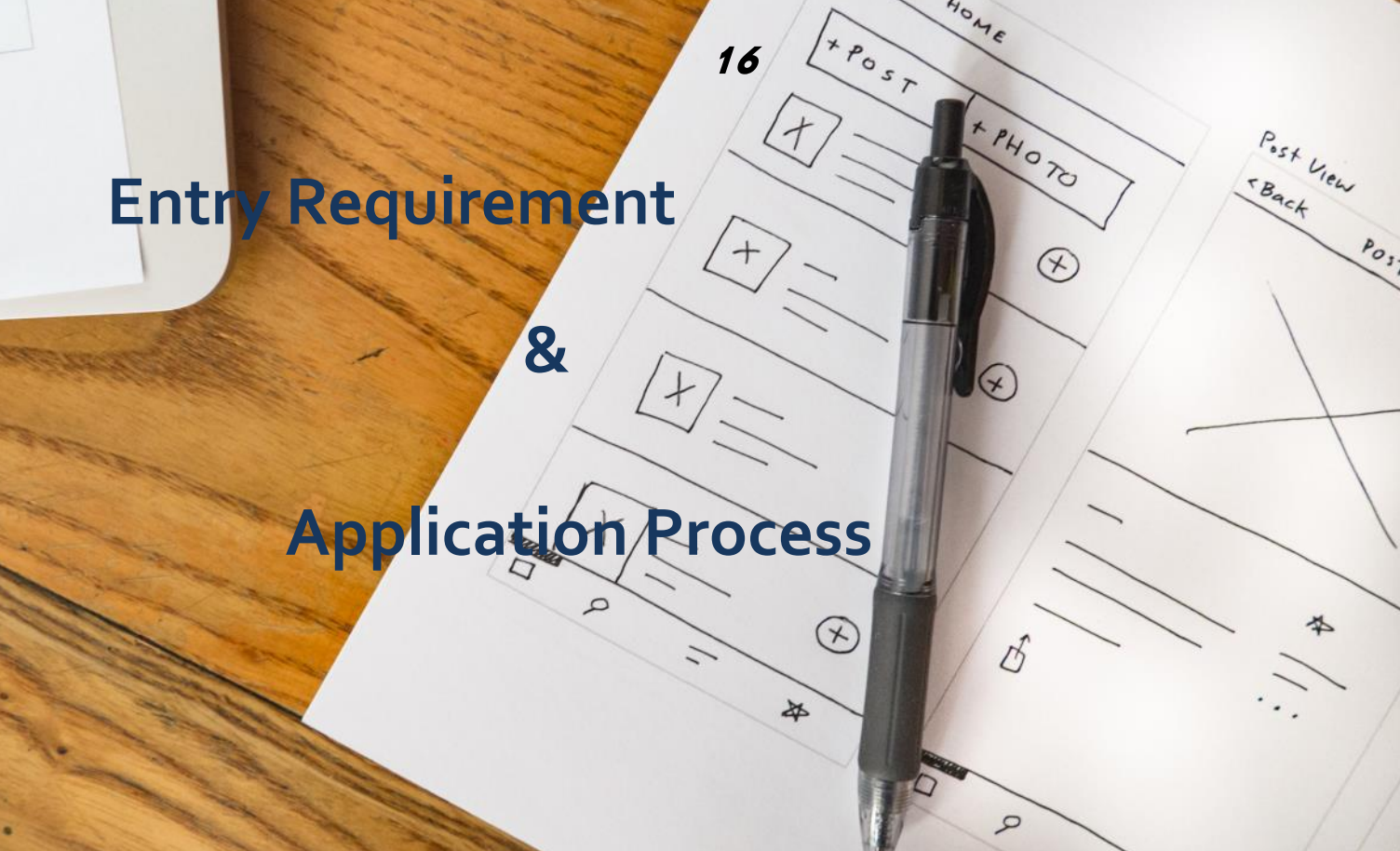
Turn to **page 17** for the application process or go straight to SITCM Apply Online

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

Entry Requirement

&

Application Process



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, and stationery.

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.

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/>

Late Payment Fee

If fees are not paid by the due date, a late fee of \$250 may be charged and students 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: <https://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: <https://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.

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: <https://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

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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