
EDUCATION PROGRAMS FEE POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure a consistent approach to the payment of Education Program Fees and any cancellation of programs. This policy applies to participants /registrants in all RACMA Education Programs. This policy does not relate to the RACMA Conference Registration fees, Membership fees or Fellowship Training Program fees.

2. KEYWORDS

Leadership for Clinicians Program, Management for Clinicians Program, Professional Development, fees, cancellation, refund.

3. BODY OF POLICY

3.1 Education Programs

This policy applies to all Education Program Fees charged by RACMA, including but not limited to the following fees:

- Leadership for Clinicians
- Management for Clinicians
- Professional Development Workshops

Eligibility for participating in the Education Program is dependent on the Program Fee being paid prior to the Program commencement.

3.2 Indigenous Persons

Participants/registrants who identify as an Aboriginal, Torres Strait Islander and/or Māori person will receive a 50% reduction on the Leadership for Clinicians Program Fees.

3.3 Scholarships

For information regarding available scholarships, refer to the RACMA website.

3.4 Payment of Fees

The schedule of fees and information regarding payment is available on the RACMA website.

All fees are charged in Australian dollars (\$AU) and are payable by the due date as specified in the notice to pay (invoice). Acceptance and participation in the Education Program is dependent on the Program fee being paid in full prior to the program commencement.

3.5 Refund of Education Program Fees

A full refund will be provided to a participant/registrant when the College withdraws an offer of participation/registration or if the College is unable to proceed with the Education Program. The participant/registrant will be required to provide the information requested by the College to enable the refund to be processed.

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In accordance with this policy, in circumstances where a Participant/Registrant may apply for a refund of fees, they will be required to provide the information requested by the College to enable the refund to be processed.

Refunds of Education Program Fees will be provided in the following instances where a Participant/Registrant notifies the College in writing.

Participant/registrant withdrawal from the Education Program.

The refund amount for the Leadership for Clinicians Program will be calculated as follows:

Advice of withdrawal received:

- greater than four weeks prior to commencement of the Leadership for Clinicians Program; monies paid will be refunded less 5% of the total program fee.
- between one and four weeks prior to the Leadership for Clinicians Program; monies paid will be refunded less 25% of the total program fee.
- less than 7 days prior to, or up to two weeks after the participant’s first scheduled session of, the Leadership for Clinicians Program; monies paid will be refunded less 50% of the total program fee.
- Greater than two weeks after commencement, no refund is applicable.

The refund amount for other Education Programs, including Management for Clinicians and Professional Development Workshops, will be calculated as follows:

Advice of withdrawal received:

- greater than four weeks prior to the Education Program; monies paid will be refunded less 5% of the total fee.
- between one and four weeks prior to the Education Program; monies paid will be refunded less 25% of the total fee.
- between one to six days prior to the Education Program; monies paid will be refunded less 50% of the total fee.
- non-attendance at a workshop without notification will not be eligible for any refund.

In exceptional circumstances a refund of Education Program fees may be approved at the Colleges’ discretion.

3.6 Deferment of Education Program

Participants/Registrants are unable to defer their Education Program to another time.

3.7 Failure to Pay Fees

Where payment is not made by the due date as specified on the notice to pay, the participant/registrant’s place in the Education Program may be forfeited.

4. ASSOCIATED DOCUMENTS

[RACMA Schedule of Fees](#)

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