
PAYMENT OF FELLOWSHIP TRAINING PROGRAM FEES POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure a consistent approach to the payment of Fellowship Training Program Fees and any variations to these payments. This policy applies to Candidates in the Fellowship Training Program (FTP). Candidates are also required to pay an Annual Membership Subscription Fee - this is separate from Fellowship Training Program Fees.

2. KEY WORDS

Candidates, Fellowship Training Program, Fellowship Training Program Fees

3. BODY OF POLICY

3.1 Fellowship Training Program Fees

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

- Annual Fellowship Training Program
- Examinations
- Training Enrolment
- Training activities
- Workshops

The schedule of fees 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.

In accordance with this policy, in circumstances where a Candidate 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.

Eligibility for remaining in the FTP and participation in College assessments and training activities may be dependent on the Candidate being in good financial standing with the College.

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3.2 Annual Fellowship Training Program Fees

The Annual Fellowship Training Program Fees (Annual FTP Fee) comprise the following fee components:

- Medical Management Practice Domain (MMPD)
- Personal and Professional Leadership Development Domain (PPLDD)
- Research Training Domain (RTD)

The Annual FTP Fees are issued for each calendar year that a Candidate is enrolled in the FTP, i.e. from the time a Candidate commences training to the time they elect to Fellowship.

Candidates who have completed the RTD requirements and are still completing the MMPD and PPLDD will only be invoiced for the MMPD and PPLD domains.

Annual FTP Fees are issued for the full academic training year, except for Candidates on approved extended leave. Annual FTP Fees will be calculated pro-rata for Candidates on approved extended leave.

3.3 Indigenous Persons

Candidates who identify as an Aboriginal, Torres Strait Islander and/or Māori person will receive a 50% reduction on Annual FTP Fees.

3.4 Part Time Candidates

Candidates undertaking the FTP on a part-time basis (0.5 to 0.7 FTE) are eligible to receive the following discounts to the Annual FTP Fees:

- 40% discount for Candidates employed in medical management at 0.5 FTE.
- 20% discount for Candidates employed in medical management at 0.6 – 0.7 FTE.

3.5 Refund on Annual FTP Fees

Refunds of Annual FTP Fees will be provided in the following instances where Candidates notify the College in writing:

- Candidates who withdraw from the FTP.
- Candidates who have submitted a request for extended leave from the FTP and had this confirmed by the College.

The refund amount will be calculated based on:

- the date of the submitted refund request.
- the portion of the training period not undertaken due to leave from the FTP.

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3.6 Payment of Annual FTP Fees by Instalment Plans

Candidates experiencing financial hardship may apply to the College to request to pay their Annual FTP Fees by instalments. Requests should be made to the College in writing before the payment due date.

The College has the right to refuse requests for payment by instalment if the Candidate has previously failed to make instalment payments by the due date.

If payment by instalment is approved, the College will issue the Candidate with an instalment plan. Candidates are required to pay all instalments by the due dates and abide by the terms of this policy.

3.7 Examination Fees

Refund of Examination Fees

Candidates who withdraw from the examination more than two weeks prior to the examination and notify the College in writing, will be refunded the examination fee.

Candidates who withdraw from the examination within 14 days of the examination and notify the College in writing will be refunded 75% of the examination fee.

3.8 Training Enrolment Fees

The one-off Training Enrolment fee is paid at commencement of candidacy and is non-refundable.

3.9 Workshop Fees

Refunds of Workshop fees will be provided for Candidates who cancel their attendance by notifying the College in writing in the following instances:

- more than four weeks prior to the workshop; will be refunded 70% of the workshop fee.
- between one and four weeks prior to the workshop; will be refunded 50% of the workshop fee.
- less than 7 days prior to the workshop; will be refunded 30% of the workshop fee.

3.10 Failure to Pay Fees

Members who do not meet payment of fee obligations, as set out in this policy, may be subject to the College enacting the provisions and terms as per the RACMA Constitution. Clause 9.3, 'Failure to Pay'. (website link: <https://racma.edu.au/about-us/governance/racma-constitution/>)

4. ASSOCIATED DOCUMENTS

RACMA Constitution

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