
CPD SHORT COURSE FEE POLICY

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure a consistent approach to the payment of CPD Short Course Fees and cancellation of a course. This policy applies to participants/registrants in all RACMA CPD Short Courses.

This policy does not relate to the RACMA Conference Registration Fees, Membership fees, Leadership for Clinicians, Management for Clinicians or Fellowship Training Program Fees.

2. KEYWORDS

CPD Short courses, fees, cancellation, refund

3. BODY OF POLICY

3.1 CPD Short Courses

This policy applies to all CPD Short Course Fees charged by RACMA.

Eligibility for participating in the CPD Short Course is dependent on the Course fee being paid prior to the commencement of the short course.

3.2 Payment of Fees

The schedule of fees and information regarding payment is available of 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 a RACMA CPD Short Course is dependent on the Course fee being paid in full prior to the commencement of the short course.

3.3 Refund of CPD Short Course Fee/s

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 CPD short Course. The participant/registrant will be required to provide the information requested by the College to enable the refund to be processed.

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.

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Refunds of a CPD Short Course Fee will be provided in the following instances where a Participant/Registrant notifies the College in writing:

Participant/registrant withdrawal from a CPD Short Course

The refund amount for a CPD Short Course will be calculated as follows:

Advice of withdrawal received:

- a) Greater than four weeks prior to commencement of the CPD Short Course monies paid will be refunded less 5% of the total short course fee.

- b) Between one and four weeks prior to the CPD Short Course; monies paid will be refunded less 25% of the total short course fee.

- c) Less than 7 days prior to, CPD Short Course; monies paid will be refunded less 50% of the total short course fee.

- d) In exceptional circumstances a refund of the CPD Short Course Fees may be approved at the College's discretion.

4. DEFERMENT

Participants/registrants are unable to defer their enrolment to another time.

5. FAILURE TO PAY FEES

Where payment is not made by the due date as specified on the invoice, the participant/registrants place in the CPD Short Course may be forfeited.

6. ASSOCIATED DOCUMENTS

RACMA Schedule of Fees

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