
VARIATION TO PAYMENT OF SUBSCRIPTIONS POLICY

1. PURPOSE

This policy covers a request from a RACMA Member for variation to the payment of annual membership subscriptions.

The Board acknowledges that a Member (Fellow, Associate Fellow, Affiliate or Candidate) may require the support of the College from time to time when short term, exceptional circumstances apply.

2. APPLICATION AND PROCEDURE

A Member may apply in confidence to the Executive Manager Membership Engagement and Advocacy for a variation in the payment of the annual membership subscription.

Any variation so granted shall apply for a twelve-month period.

The Executive Manager Membership Engagement and Advocacy will review applications and submit to the Chief Executive for consideration who may, at their discretion, grant a variation to annual membership subscriptions under the following circumstances:

Reduced Income

A Member has a reduced income of less than \$80,000 AUD per annum may apply for a maximum of 50% reduction in fees in a given subscription period (1 July – 30 June). Permanent reductions in fees due to continuing reduced hours of work will not be granted. Members are required to submit a claim annually in which they continue to work reduced hours.

Parental Leave

A 50% reduction in fees for one subscription year can be applied to Members taking a minimum of three months' parental leave.

The application will apply for a maximum 12 month period.

If the Member continues to be on leave or work part time in subsequent years, they may be eligible to submit further reduced rates applications under the 'reduced income' provision.

Serious medical condition

Members with a serious medical condition which prevents them from working at full capacity may apply for a reduction in subscription fees. Members who are in a primary carer role for someone with a serious medical condition which prevents the Member from working at full capacity may also apply.

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Applications are considered on a case-by-case basis, and a pro-rata approach will generally be adopted proportionate to the amount of time the Member is unable to work across the subscription year. A reduction of 25%, 50%, 75% or 100% reductions may be granted and applied to one subscription year.

Permanent reductions in fees due to serious illness will not be granted. However, if information on a serious medical condition has previously been provided with an application, Members are not required to provide the same level of detail regarding their condition in subsequent applications.

Financial hardship

Members suffering from great hardship owing to financial conditions may apply for a reduction in subscription fees.

A 50% reduction in fees in a given subscription year may be granted. Where a reduced rate due to financial hardship is granted, it is applicable to the current subscription year only.

Other extenuating circumstance

If a member has other extenuating circumstances that do not fall under once of the categories above, they may apply for a reduction in fees with supporting evidence to be considered.

Written confirmation of the outcome of the application for variation to payment of annual subscription fees will be provided within 14 days of receipt of the application. If annual subscription invoices have been issued for the full fees, and variation has been approved, the member will be advised when the amended invoice is ready for payment.

3. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

All members are required to continue to meet their CPD requirements based on their membership category. Granting of variation to payment of fees does not mean exemption from CPD has also been granted. If a Member wishes to be considered for exemption from CPD, they must apply separately to the CPD Program Committee for consideration.

4. EVIDENCE

Evidence to support the application for variation to subscription fees will be required, this may include but not limited to:

- Tax assessment notice
- Payslips
- Letter from employer
- Letter/Certificate from Doctor (parental leave).
- Letter from Doctor (Serious illness)
- Statutory Declaration (Extenuating circumstances)

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5. GROUNDS THAT WILL NOT BE ACCEPTED INCLUDE:

- If a Member is working in a field other than in medical administration and wishes to retain Membership of RACMA.
- If a Member is living overseas or is a Fellow of more than one medical specialty college.
- If a Member is concurrently training in another specialty.

In the event that a Member who has been granted a concession or exemption fails to advise the College 45 days in advance of the new financial year that a further variation to payment of the annual subscription is requested, then the normal subscription fee associated with the Membership will be invoiced.

6. PARTIAL PAYMENTS OR INSTALMENTS

Partial payments for long term debt will not be accepted, unless special circumstances can be demonstrated, in which case the approval by the Executive Manager Membership Engagement and Advocacy will be required.

The Chief Executive may review a decision granting a variation or concession if the circumstances under which the decision was made have materially altered; and may, at their absolute discretion, vary the conditions or revoke the variation or concession, whether retrospectively or otherwise.

7. REVIEW OF DECISION

If a Member believes the decision regarding a variation is unreasonable they may seek a review under the Policy for **Reconsideration, Review and Appeal of Decisions Policy**.

8. RELATED DOCUMENTS

- RACMA Constitution
- Reconsideration, Review and Appeal of Decisions Policy