

Authorising Body:	Board
Responsible Committee(s):	Membership Engagement Committee
Responsible Department(s):	Membership and Events
Document Code:	POL Application for a Reduced Rate of Subscription

Background

Article 4.1.2 of the RANZCP Constitution provides the Board with the discretion to 'prescribe different fees and annual subscriptions for Members within the same category of Membership'.

Pursuant to Article 3.2.1 of the Constitution, Members of the College shall comprise Fellows, Affiliates, Associates, Honorary Fellows and International Corresponding Members. This policy is relevant to classes of membership for whom annual subscription fees are payable, i.e. Fellows, Affiliates, Associates and International Corresponding Members.

College Members may apply for a reduced rate of subscription fees on the grounds of parental leave, reduced hours of work, a serious medical condition, financial hardship, or other extenuating circumstance.

Applications for reduced rates can only be made for a specified subscription year and permanent reductions in subscription fees will not be granted. Members may apply for reduced rates in subsequent years should their circumstances warrant.

College Fellows paying an overseas subscription rate are generally not eligible for a further reduction in overseas fees under this policy, but in extreme cases may make application for additional relief under the serious medical condition or other extenuating circumstance provisions of this policy.

This policy provides the framework to oversee the implementation of Article 4.1.2 and will be applied on a case-by-case basis by the Membership Engagement Committee and approved by the College Board.

Applying for a reduced rate of subscription

Members wishing to be granted a reduced rate of subscription must submit an application by completing the [RANZCP Reduced Rate of Subscription Application](#) form.

Applications are anonymised and reviewed by the Membership Engagement Committee in confidence, with recommendations submitted to the RANZCP Board for approval.

The application form includes a declaration that the information provided is true and correct. Providing false or incorrect information may be deemed by the Board as conduct unbecoming of a Member or as prejudicial to the interests of the College, and negatively impact the Member's membership pursuant to Article 5.2.1 (c) of the Constitution.

The College reserves the right to request additional documentation to assess a Member's eligibility to receive a reduced rate of subscription.

Applications received from Associates will also be reviewed by the College's Education and Training department, to consider any impacts on training status and whether further assistance and support may be required.

Parental leave

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

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 hours' provision. When parental leave spans across more than one subscription year, the reduction in fees is usually applied to the year in which the greater time is spent on parental leave.

Associate Members are not eligible for a reduction in fees under the parental leave provision of this policy, but may apply for part-time training or a break in training (which carry reduced fees) if working six months or less across a subscription year, as part of standard Training processes.

Reduced hours of work

A 50% reduction in fees in a given subscription year can be applied to Members who are working (paid or unpaid) 0.2 FTE or less in medicine during the subscription year or across a 12-month period. For the purposes of this calculation, 0.2 FTE is taken to mean two four-hour sessions per week.

If the 12-month period extends across two subscription years (e.g. July–June), the reduction will be applied to one of the subscription years, usually to the year in which the majority of the time is spent working reduced hours.

Permanent reductions in fees due to continuing reduced hours of work will not be granted. Members are required to submit a claim for each subscription year in which they continue to work reduced hours.

Associates are not eligible for a reduction in fees under the reduced hours of work provision of this policy, but may apply for part-time training or a break in training (which carry reduced fees) if working six months or less across a subscription year, as part of standard Training processes.

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.

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 either the subscription year or a 12-month period. 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.

Associates working less than full time will be required to ensure that their part-time or break in training application has also been submitted alongside a request under this provision.

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.

Associates working less than full time will be required to ensure that their part-time or break in training application has also been submitted alongside a request under this provision.

Other extenuating circumstance

Members experiencing serious adverse circumstances outside the scope of those listed above may apply for a reduced rate of subscription. Applications of this type and reduced rates available will be assessed on a case-by-case basis.

Member responsibilities and support

It is the Member's responsibility to ensure all requirements for their class of membership continue to be met, and Members are encouraged to contact [RANZCP Membership Services](#) for further advice, or the [Member Welfare Line](#) if in need of support.

REVISION RECORD

Contact: Executive Manager, Membership and Events

Date	Version	Approver	Description
29/11/14	1.0	B2014/7 R24	New document.
17/03/21	2.0	B2021/3 R18	Reviewed and sharpened policy, including broadening to all categories of Members
NEXT REVIEW: 2023			