

<b>Authorising Body:</b>	Board
<b>Responsible Committee(s):</b>	Membership Engagement Committee
<b>Responsible Department(s):</b>	Membership, Events and Publications
<b>Document Code:</b>	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, Associate Members, 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, Associate Members 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.

Members are reminded to consider the impact of time away from work on their ability to meet Continuing Professional Development (CPD) requirements. For further advice, please contact your medical registering body or the [RANZCP CPD team](#).

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 Associate Members 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 can be granted to Members taking a minimum of three months of parental leave.

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.

A maximum of twelve months of parental leave will be available per application. A new application and declaration will need to be made for each subsequent year of leave, capped at a maximum of three years in total.

If the Member returns to work in a part-time capacity in a year which they did not receive a parental leave fee reduction, they may be eligible to submit further reduced rates applications under the 'reduced hours' provision.

Associate Members taking parental leave should apply for a break in training – which carries reduced fees – as part of standard Training processes. Once approved, the Member's training fees will be reviewed against the [training fee structure](#) and any fee adjustments will be done as part of the same process. Associate Members are not eligible for a further reduction in fees under the parental leave provision of this policy.

## **Reduced hours of work**

A 50% reduction in fees in a given subscription year can be granted to Members who are undertaking paid work of 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.

Associate Members working less than 1.0 FTE should apply for part-time training and/or a break in training – which both carry reduced fees – as part of standard Training processes. Once approved, the Member's training fees will be reviewed against the [training fee structure](#) and any fee adjustments will be done as part of the same process. Associate Members are not eligible for a further reduction in fees under the reduced hours of work provision of this policy.

## **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 or for someone who is infirm, leading to the Member working at less than 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 or primary carer roles 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.

Associate Members working less than full time will be required to ensure that any part-time and/or break in training applications have 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 reduction in fees, typically 50%, on the basis of financial hardship may be applied to the current subscription year only, however may be retrospectively applied on a case-by-case basis.

Associate Members working less than full time will be required to ensure that any part-time or break in training applications have 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.

## **REVISION RECORD**

**Contact:** Executive Manager, Membership and Events

<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
<b>29/11/14</b>	1.0	B2014/7 R24	New document.
<b>17/03/21</b>	2.0	B2021/3 R18	Reviewed and sharpened policy, including broadening to all categories of Members
<b>10/09/23</b>	3.0	R2023/8 R5	Settings for reductions reviewed with expansion of parental leave provision, inclusion of primary carer/s and greater flexibility around level of fee reduction for financial hardship
<b>NEXT REVIEW: 2026</b>			