

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>REG-3007</b>
<b>Department:</b>	<b>Fellowship Services</b>		
<b>Title:</b>	<b>Subscriptions</b>		

## 1. PURPOSE AND SCOPE

This policy describes the requirement for payment of the RACS annual subscription fee for all active and new Fellows and those seeking readmission to Fellowship.

## 2. KEYWORDS

Subscription, Fellow, Termination, Resignation

## 3. BODY OF POLICY

In accordance with Section 4 of the RACS Constitution, all active Fellows are required to pay the annual subscription fee.

Retired and Honorary Fellows do not have a requirement to pay an annual subscription.

Fellows have a responsibility to maintain the accuracy of their contact details with RACS, including mailing address for the distribution of annual subscription notices.

During the 6-month period that the annual subscription fee remains unpaid the Finance Department will issue reminders in accordance with the **Credit Management Policy**.

### 3.1. Annual Subscription Fee

The annual subscription fee is determined by RACS Council in October each year and is published on the RACS website.

The annual subscription year is for the period January to December.

- 3.1.1. Annual subscription fees are payable by the due date.
- 3.1.2. Annual subscription fees may be paid by quarterly instalments.
- 3.1.3. Council may determine a different annual subscription fee for the same class of Fellowship.

### 3.2. New Fellows

New Fellows are required to pay the annual subscription fee upon admission to Fellowship, see the **Admission to Fellowship Policy**

Admission to Fellowship is subject to payment of subscription fees as follows:

- 3.2.1. New Fellows admitted from 1 January to 30 June are required to pay the full annual subscription fee.
- 3.2.2. New Fellows admitted from 1 July to 31 October are required to pay 50% of the annual subscription fee.
- 3.2.3. New Fellows admitted from 1 November to 31 December are not required to pay the annual subscription fee for the year they are admitted. Payment of the following year annual subscription fee is required at admission.

### 3.3. Due Date

- 3.3.1. Annual subscription notices are issued in November for the subsequent year and are due for payment in full by 1 January.
- 3.3.2. Fellows may pay the subscription fee by instalments and must notify the College by 15 January in the year the due subscription fee is due.

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- 3.3.3. Annual subscription payment by instalment, are due on or after 15 January, April, July and October.
- 3.3.4. Full payment of the annual subscription fee, paid by instalments, must be made on or before the date of the final instalment to avoid termination of Fellowship.
- 3.3.5. In accordance with Section 4 of the RACS Constitution, if the subscription of a Fellow is unpaid for a period of 6 calendar months after it becomes due, the Fellow shall cease to be a member of the College and shall lose all rights and privileges of Fellowship.
- 3.3.6. Termination due to failure to pay an annual subscription fee will be managed in line with the **Termination and Readmission to Fellowship Policy** and **RACS Constitution**.

#### 3.4. Readmission to Fellowship

Terminated Fellows with outstanding fees at the time of their termination, seeking readmission to Fellowship are required to pay:

##### 3.4.1. Subscription Fees

3.4.1.1 Any annual subscription fees due at date of termination; and

3.4.1.2 The current year annual subscription fee, if applicable.

##### 3.4.2. Fellowship Readmission Fee

The Fellowship Readmission Fee is determined by RACS Council and published on the RACS website.

##### 3.4.3. Payment of any other outstanding RACS fees

Readmission to Fellowship will be subject to payment of any other outstanding RACS fees.

##### 3.4.4. Interest on outstanding RACS fees

Council may determine a rate of interest is payable on outstanding fees.

3.4.5. Readmission to Fellowship is subject to the payment of all outstanding fees; see **Termination and Readmission to Fellowship Policy** for all readmission requirements.

#### 3.5. Refund or Credit adjustment of Annual Subscription Fee

Fellows may be eligible for a refund or credit adjustment on their annual subscription fees.

3.5.1. Fellows who meet the RACS definition of retirement on or prior to 30 June of the year they have paid their annual subscription will be eligible for a full refund of the amount paid, see **Retired and Deceased Fellows Policy**

3.5.2. At the discretion of the Treasurer, families of deceased Fellows may be eligible for a refund of the current year annual subscription fee paid, see **Retired and Deceased Fellows Policy**

3.5.3. Fellows who change their subscription category during a calendar year should discuss their personal circumstances with RACS finance department.

#### 3.6 Subscription Fee Concession Categories

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Subscription fee concession categories are disclosed on the annual subscription fee notice and published on the RACS website. Fellows may be eligible for a concessional fee if they are deemed to satisfy the criteria requirements of the concessional category. To qualify for a reduced subscription category the category conditions must exist for more than six months of the subscription year.

#### 4. ASSOCIATED DOCUMENTS

RACS Constitution

Admission to Fellowship Policy

Termination and Readmission to Fellowship Policy

Credit Management Policy

Retired and Deceased Fellows Policy

**Approver** Professional Development and Standards Board  
**Authoriser** Council

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