



## **P049 - Membership payment Policy**

### **1. Purpose**

This policy outlines ACSEP members' responsibilities regarding membership fee payments and the actions taken if past and current fees are not paid within required timeframes.

### **2. Scope**

This policy applies to all ACSEP members in categories that require an annual membership fee.

### **3. Policy**

#### **3.1 Membership Fees Categories**

All ACSEP members are required to comply with ACSEP policies as they apply to their membership category and must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain their membership.

ACSEP membership categories relating to this policy are as follows:

##### *3.1.1 Fellows*

- A Fellow is a registered medical practitioner who has applied for and been admitted to Fellowship by the ACSEP Board.

##### *3.1.2 Registrars*

- A Registrar is a registered medical practitioner who is currently enrolled on the ACSEP Specialist Training Program (Training Program) and is working towards completing the requirements for Fellowship.

##### *3.1.3 CPD Homes Members*

- A CPD Homes Member is a PGY3+ medical practitioner or specialist registered in Australia or New Zealand who has applied for and been approved as a CPD Homes Member by the ACSEP CPD Committee.



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## 3.1.4 *Specialist International Medical Graduates (SIMGs)*

- A SIMG is a registered medical practitioner who has attained similar specialist qualifications internationally in Sport and Exercise Medicine, has been assessed by ACSEP, and is working towards the completion of requirements for recognition as a Specialist Sport and Exercise Physician in Australia or New Zealand.

## 3.2 Membership Fees

- Membership fee invoices are issued in June and must be paid by the end of July.
- If payment is not received by the due date, reminders are issued monthly in August, September, and October.
- After the third and final reminder, members in arrears will be referred to the ACSEP Board and President.
- If this occurs the member will receive formal notification indicating that they cease to be a member of ACSEP from the date listed in the notification received and shall lose all rights and privileges of membership.
- Any prior year membership fees that have not been paid by the end of the current financial year must be paid and will incur a 10% interest rate penalty on the unpaid membership balance. This is the case even if the current years fees have been paid.

### 3.2.1 *Members with financial circumstances*

- Members may request a payment plan to pay their annual fees over 10 months, within the current subscription year. This option will be outlined when invoices are issued.
- Payment plans must be negotiated with National Office and will incur a one-off administration fee of \$200.



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- Members who request a payment plan after the three reminders (to prevent having membership suspended), must still complete payment within the current subscription year.
- Members facing exceptional financial hardship may apply for special consideration in line with *Policy P007 – Special Consideration (Member in Financial Difficulty)*.

### 3.2.2 Change in Membership status

- Fellows who resign, retire, or have their membership ceased by the ACSEP Board are not eligible for refunds of annual or other College fees.
- Resignation or retirement does not remove the Fellow's obligation to pay any College fees, including pro rata fees, due up to the effective date of retirement or resignation.

### 3.3 Readmission to membership

- Former members may be readmitted by Board resolution once all outstanding fees, including interest, have been paid and subject to any additional conditions set by the Board.

## 4. Key Related Documents

- ACSEP Fee Schedule
- *P007 – Special Consideration (Member in Financial Difficulty)*
- *P033 – Membership policy*

## 5. Feedback

College staff, membership or any other interested person may provide feedback about this document by emailing [nationaloffice@acsep.org.au](mailto:nationaloffice@acsep.org.au)



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## Approval and Review Details

Approval and Review	Details
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