Adopted: August 2005
Last reviewed: August 2026
Last revised: September 2026
To be reviewed: August 2027

Membership Policy

Membership Policy 1

1. Purpose 3

2. Guidelines for setting membership fees 3

3. General guidelines 3

4. Membership year 4

4.1 Membership renewal period 4

4.2 Lapsed membership 5

5. Membership Process 5

5.1 Student Membership 5

5.2 Affiliate Membership 6

5.2.1 Overseas trained dietitians 6

5.2.2 Accredited Nutritionists 6

5.3 Full membership 6

5.3.1 Graduate membership category 6

5.4 APD Only customer 7

5.5 Continuing membership 7

6. Annual membership fees 7

6.1 Student membership type 7

6.2 Full membership type 7

6.3 Affiliate membership type 8

6.4 APD Only customer type 9

7. Pay by instalment 9

8. Pro rata membership fees 11

9. Change categories 12

9.1 Changing during renewal period 12

9.2 Changing outside of renewal period 13

9.3 Change during parental [or carer's] leave 13

Dietitians Australia and the associated logo is a trademark of the Dietitians Association of Australia.

10. Annual category audit 14
11. Taking a break from active membership 14
11.1 Deferral 14
11.2 Lapse 15
11.3 Late deferral 15
11.4 Resign 16
12. Refunds 16
13. Financial hardship 17
14. Administration fees 17
15. Follow up timeframes 17
15.1 Outstanding evidence of enrolment documentation 17
15.2 Outstanding identification documentation 18
15.3 Outstanding evidence of completion documentation 18
15.4 Membership adjustment and administration fee invoices 18
15.5 Late deferral fee invoices 18
15.6 Renewal invoices 18
15.7 Instalment renewal invoices 18
15.8 Changing from instalment to annual payments 18
16. Document review details 20
16.1 Documentation location/s 20

1. Purpose

To describe the rationale and process for managing Dietitians Australia membership.

Membership fees are set annually by the Board in September/October. Membership fees provide the bulk of Dietitians Australia income and determine the level of member services to be delivered.

2. Guidelines for setting membership fees

- Membership fees must be set to ensure Dietitians Australia can continue to operate and deliver member services.
- Dietitians Australia must have the financial capacity to undertake activities identified in annual plans.
- CPI must be taken into account when assessing membership fees.
- Membership Fees are based on full time category with discounted rates for members who are working less than full time hours (20+) at the point of upgrade, renewal and/or reinstatement.
- Individual service delivery costs are similar regardless of membership category (except for Students) and therefore fee levels must be realistic whilst allowing for appropriate differences.
- Student membership type to be provided for those studying an entry level accredited course to encourage engagement and early access to Dietitians Australia membership and member benefits. Does not include access to the Accredited Practising Dietitian (APD) program.
- Graduate category is made for dietitians who have newly graduated and have an active Student membership to access Full membership, including access to the APD program, at a reduced rate.
- Membership fees should be periodically benchmarked against those of similar organisations.

3. General guidelines

Paying out of membership fees:

- Except in the cases of Life and Honorary Membership, remission of membership fees should not be used as a prize or incentive.
- Membership fees may be paid for out of other allocated prize monies in certain circumstances e.g. a student prize or CEO award.

Pro-rata fees will apply for those who join Dietitians Australia with full membership, upgrade from student to full membership, or reinstate a full membership during the membership year. Refer to section 8 Pro rata membership fees.

Administration fees:

- Administration fees apply on membership reinstatement for all members (other than students and Affiliate members) who are considered to have lapsed. Refer to section 14 Administration fees.
- Extenuating circumstances for an administration fee waiver may be considered. Refer to section 12 Administration fees.

- Membership Fees are based on the Full-Time category for the year and discounted categories are available to members if they are working less than full time hours (20+) with the expectation that if their work hours increase to align with a different membership category they contact Dietitians Australia to adjust their category. A membership adjustment fee (for the gap in membership fees as per the new category) plus an administration fee will be applicable. Refer to section 14 Administration fees.

Full membership:

- Full membership categories which include access to the APD program are based on full time work (20+ hours of paid work in any field, not just dietetics) with discounts provided when members work less than 20 hours per week in paid work in any field not just dietetics. Refer to section 6.2 Full membership type for category breakdown.
- Full membership categories without access to the APD program are to be provided to encourage member engagement and retention when not an active APD. Refer to section 6 Annual membership fees.

Moving to a category of fewer hours' employment:

- Members may change category to a category requiring fewer hours of employment during the membership year in the case of parental [or carer's] leave only. Refer to section 9 Change categories.

4. Membership year

The membership year runs from 1 January to 31 December each year.

Full members have the option to pay their fees annually or by instalments. APD Only customers are considered non-members and must pay their fees annually. Affiliate members must also pay their fees annually. Annual payments apply to the membership year with an expiry date set at 31 December each year.

If a member elects to pay by instalment their membership will expire on 31 March, 30 June, 30 September, and 31 December unless the subsequent instalment is paid.

As Student membership is free, the expiry date for each Student member is set at 31 December of the year they have advised they are due to graduate.

Once an expiry date is reached the membership is expired and no longer valid and members will lose access to member benefits. Members will still have access to areas of the member portal open to the public, and CPD log data pre-2020 if relevant.

4.1 Membership renewal period

Each year members will need to renew their membership to continue into the next membership year.

The membership renewal period for the 2027 membership year is from 4 November 2026 through to 27 January 2027.

- 1 October 2026 Change category form is released prior to the renewal period
- 18 October 2026 Change category form closes
- 4 November 2026 Renewal period opens. Renewal invoices available. Pay by instalment option available. Early bird discount for full payment applied.

- 16 December 2026 12:00 (midday) AEDT early bird discount for full payment ends. Full fees applied.
- 31 December 2026 23:59 AEDT 2026 Membership expires
- 27 January 2027 23:59 AEDT renewal period ends. Pay by instalment no longer available. Membership lapsed.
- 10 February 2027 Membership and APD credential lapse formalised.
- 1 March 2027 Medicare advised of APD credential lapse/deferral/resignation.

4.2 Lapsed membership

A membership will be updated from expired to lapsed if:

- a membership renewal has not been paid, and
- the membership has not been deferred by the end of the membership renewal period or at the expiry of a membership instalment period.

Lapsed dates will be backdated in line with membership expiry. For example, if a member has not renewed during the renewal period their membership will lapse effective 1 January in line with the 31 December expiry date.

As an APD must remain a financial member to maintain their APD status, Medicare will be advised of the APD credential being inactive 2 weeks after membership status has changed to lapsed with the effective date matching the membership expiry date.

An APD credential is not valid after a membership has expired unless membership is renewed. E.g. Membership expires on 31 December each year. An APD credential is not valid in January of the following year unless the membership and APD credential are both renewed before the end of the renewal period.

Any deferrals submitted after membership expiry will be backdated in line with membership expiry. For example, if a member has not renewed during the renewal period and submits their deferral after 31 December their deferral will be backdated to 1 January.

A membership will be updated from deferred to lapsed if:

- the member has remained in a deferred status for more than 3 years.

Members affected by this change will be notified prior to their membership status being updated to lapsed.

5. Membership Process

5.1 Student Membership

Dietetic students who have not yet completed their initial dietetic training and are currently enrolled in an accredited course[1] are encouraged to join Dietitians Australia as a Student member. This membership type gives them access to all member benefits except PEN and the APD program. Refer to accredited nutrition and dietetics programs online listing current lists of eligible courses for student membership.

[1] Also includes approved pre-accredited courses.

Student membership is valid until a student completes their course and does not need to be renewed each year. If a student's original expected course completion date is extended the member can have their membership expiry date extended.

Students are not able to defer their membership.

Once students have completed their initial dietetic degree, they are no longer eligible for student membership. The student member will need to upgrade their membership to full membership and select from the relevant categories or select APD Only customer type.

An active student member choosing to take up Full membership will have the option to upgrade to a 'Graduate' category. Should a student membership have a lapsed status at the time they move to Full membership, they will need to choose a category other than Graduate. Refer to 6.2 Full membership type and 6.4 APD Only customer type.

5.2 Affiliate Membership

Affiliate membership is available for those who have an interest in nutrition and dietetics and supporting the work of Dietitians Australia, but who are not eligible or do not wish to become Full members. This includes health professionals, overseas trained dietitians and nutritionists, and the general public. Affiliate members are not eligible for APD status and do not receive full member benefits.

5.2.1 Overseas trained dietitians

Dietitians who have been trained overseas and wish to become an APD can apply for Dietetic Skills Recognition (DSR) through Dietitians Australia. They are eligible for Affiliate membership while completing the DSR process. Once the recognition process is complete, they can apply for Full membership and select from the relevant categories or select APD Only customer type. Refer to 6.2 Full membership type and 6.4 APD Only customer type.

5.2.2 Accredited Nutritionists

(AN)Accredited Nutritionists (AN) category is a legacy category within the Affiliate membership type and new members are not accepted into this category. In addition, existing members cannot reinstate, upgrade, or change to this category. If a current AN becomes inactive for any reason they cannot reinstate. Members of the Affiliate membership type are not eligible to be an APD. They do not have full member benefits.

5.3 Full membership

Once dietitians have completed their initial dietetic degree, they are no longer eligible for Student membership. They will need to join as a Full member and select from the relevant categories or select APD Only customer type. Refer to 6.2 Full membership type, 5.4 APD Only customer and 6.4 APD Only customer type.

5.3.1 Graduate membership category

The Graduate membership category is available to Student members who have completed an accredited dietetics degree and are upgrading their membership from Student to Full. This category is only available to active Student members at the time of upgrade and cannot be applied for through the Full Membership Join form.

Graduate membership sits within the full membership type and provides access to the APD program, PEN, and all member benefits. It is offered at a discounted rate to support new graduates transitioning into the profession.

Graduate membership expires on 31 December of the year following graduation, regardless of the upgrade date. After expiry, members are expected to renew into another category that reflects their current employment situation. Refer to Section 6.2 Full membership type.

Newly graduated dietitians not seeking to join the APD program immediately after graduation may join in the Non-practising Dietitian category and then change to the Graduate category at a later date. The option to access the Graduate category is only available until 31 December of the year the member first changes from Student to Full membership.

5.4 APD Only customer

The APD Only customer option is provided for APD eligible dietitians who wish to have an APD credential but do not want membership with Dietitians Australia. This customer type has no access to any member benefits such as PEN, the journal, member communications, Share Plate, or discounted and complimentary CPD opportunities. APD Only customers do not receive member discounts through Member Advantage or any other member benefits such as discounted and pro rata membership fees, downgrading membership category, or the membership fee instalment program.

5.5 Continuing membership

Each year during the renewal period, active Full members must renew their membership and APDs (including APD Only customers) must renew their APD credential. Refer to 4.1 Membership renewal period for current year's dates.

If a member wishes to take a break from their full membership (and/or APD credential including in the case of APD Only customers) they will need to defer. Refer to 11 Taking a break from active membership.

If a member does not renew or defer during the renewal period, or has been on deferral for more than 3 years, their membership and APD will lapse. Refer to 11.2 Lapse.

Once a member is deferred or lapsed they cannot renew. If the member wants to rejoin or reactivate their membership and/or APD they will need to go through the reinstatement pathway.

6. Annual membership fees

6.1 Student membership type

The student membership type has no associated membership fees.

6.2 Full membership type

The Full membership type is broken down into several categories. Members should select the category that is relevant to their current employment situation at the time of joining, renewal, reinstatement and are expected to upgrade to a higher category if their situation changes during the membership year. Members also have access to downgrade their membership due to parental [or carer's] leave, refer to section 9 Change categories.

Depending on a member's situation, they will be in one of the following categories if they have graduated from their initial dietetics course and wish to have Full membership:

- Full time: for Full members who work 20 hours per week or more in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits. The membership fees are charged at the full rate and set the 'base fee' for all membership categories.

- Part time: for Full members who work 9 to 19 hours per week in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits. Membership fees are calculated at 15% off the Full time category fee.
- Reduced hours: for Full members who work 8 hours per week or less in any field, not just dietetics. Eligibility includes members looking for work or undertaking unpaid work where an APD credential is required or desired. Includes access to the APD program, PEN, and all member benefits. Membership fees are calculated at 20% off the Full time category fee.
- Graduate: limited to Student members with an active membership at the time of upgrade to Full member. This category is not available through the Full membership join process. Graduate membership expires on 31 December of the year following graduation. Includes access to the APD program, PEN, and all member benefits. Membership fees are calculated at 25% off the Full time category fee.
- Non-practising dietitian: for Full members who are not working in nutrition & dietetics and do not need access to the APD program. No restrictions on work hours. Does NOT include access to the APD program and PEN. Membership fees are calculated at 50% off the Full time category fee.
- Retired: for Full members who are aged 60 years or more, have retired from working in nutrition & dietetics and do not need access to the APD program. Does NOT include access to the APD program and PEN. Membership fees are calculated at 88.5% off the Full time category fee.

6.3 Affiliate membership type

The Affiliate membership type consists of two categories:

- Health Professionals: including allied health professionals, medical professionals, and overseas trained dietitians and nutrition professionals
- Friends of Nutrition: anyone with a personal or professional interest in nutrition and dietetics who is not a health professional.

All categories of the Affiliate membership type attract the same fee. Affiliate membership does NOT include access to the APD program and PEN. An Affiliate member may purchase the PEN product separate from their Affiliate membership fee.

Table 1 Annual membership fees

Type	Category	2027 Base rate			2027 Early Bird rate		
		Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)
Full membership	Full time	$775.45	$77.55	$853.00	$736.36	$73.64	$810.00
	Part time	$659.09	$65.91	$725.00	$626.36	$62.64	$689.00
	Reduced hours	$620.00	$62.00	$682.00	$589.09	$58.91	$648.00
	Graduate	$581.82	$58.18	$640.00	$552.73	$55.27	$608.00
	Non-practising[2,3,4]	$387.27	$38.73	$426.00	$368.18	$36.82	$405.00
	Retired[2,3,4]	$89.09	$8.91	$98.00	$84.55	$8.45	$93.00
Affiliate membership	Affiliate[2,3,4]	$200.00	$20.00	$220.00	$190.00	$19.00	$209.00
PEN Add-on to Non-practising/Retired/AN		$72.73	$7.27	$80.00	-	-	-
PEN Add-on to Affiliate		$109.09	$10.91	$120.00	-	-	-

6.4 APD Only customer type

The fees for the APD Only customer type are outlined in the tale below. APD Only customers are non-members and therefore do not receive any member benefits including pro-rata rates and the option to pay their fees by instalments.

An APD Only customer may purchase the PEN product separate from their APD Only fees.

Table 2 Other membership type annual fees

APD Only Type	2027 Base rate		
	Total (excl GST)	GST	Total (inc GST)
APD Only[3]	$695.45	$69.55	$793.00
PEN Add-on to APD Only[2]	$145.45	$14.55	$160.00

7. Pay by instalment

During the renewal period a Full member may elect to pay their membership fees in instalments. This is a member benefit and therefore not available to Affiliate members, including AN members, or the APD Only customer type. Each instalment pays for one quarter of the membership year and the option to join the instalment program is only available during the renewal period.

[2] Does not include access to the APD Program

[3] Does not include access to PEN

[4] PEN can be purchased separately for a discounted rate

If a member opts to pay by instalment their membership will be valid for one quarter of the year and will be extended with each instalment paid. As an APD credential is only valid while a membership is active, a member's APD certificate will show the same expiry date as their membership.

When opting in to instalment payments, credit card and direct debit details are saved to a secure data vault that is separate from the membership database. Payments are processed on pre-determined dates (outlined below) from the nominated card or bank account using an automatic charging process called 'Autopay'.

The following conditions apply to the pay by instalment option:

- Early bird discount is not available for instalment payments.
- Joining the instalment program is only available during the renewal period each year.
- Paying by instalment is a full member benefit and, therefore, APD Only customers and Affiliate members are unable to participate.
- The annual fee is divided into 4 instalments. Each instalment payment consists of 25% of the annual fee plus an $11.00 administration fee.
    - First payment: paid the day membership is renewed.
        - Covers through until 31 March 2027
    - Second payment:
        - Autopay processed: Tuesday, 23 March 2027
        - Payment due: Wednesday, 31 March 2027
        - Covers period 1 April to 30 June 2027
    - Third payment:
        - Autopay Processed: Tuesday, 22 June 2027
        - Payment due: Wednesday, 30 June 2027
        - Covers period 1 July to 30 September 2027
    - Final payment
        - Autopay processed: Wednesday, 22 September 2027
        - Payment due: Thursday, 30 September 2027
        - Covers period 1 October to 31 December 2027
- Credit card or direct debit details must be registered during the initial instalment payment each year. Alternate methods of payment can be used for subsequent instalments, after each invoice is issued, without changing the registered autopay details.
- The member must ensure credit card or direct debit details are kept up-to-date, and that there are enough funds in the nominated account in time for the automatic payments.
- If a member wishes to remove their autopay credit card details, they can do so by requesting this in writing to membership@dietitiansaustralia.org.au, however, they will not be able to remain in the instalment program. The member will be changed to annual renewal and will need to pay the balance of their current annual fee in order to maintain their membership prior to the details being removed.
- If an autopay payment is declined, an $11 admin fee may be applied.

- If an instalment payment is missed, membership and APD credential will lapse.
    - If a member's APD credential lapses, Dietitians Australia is legally required to inform Medicare. Once informed, Medicare will cancel the member's provider number and the member will not be eligible for payment of rebates for the lapsed period. Dietitians Australia takes no responsibility for loss of income.
- If membership lapses, a fee of $55.00 applies for reinstatement or late deferral. The member will not be able to reinstate into the instalment program that same year. Members will be required to reinstate at full or pro-rata membership fees. Refer to section 8 Pro rata membership fees.
- It is not possible for a Full member to downgrade a membership category part-way through the year if their employment circumstances change (e.g. if the year is started in full-time employment, and then work hours reduce or cease), other than for parental [or carer's] leave. Refer to the section 9 Change categories.
- If employment circumstances change part-way through the year with work hours increasing (e.g. if the year is started in the Reduced hours category and employment of 9 hours per week or more is gained) the member must upgrade their membership to the correct category and pay the pro-rata difference in membership fees with future instalments at the new category rate.
- If instalments are suspended part-way through the year (e.g. through a deferred or lapsed membership) and the member reinstates in that same year, the member cannot continue in the instalment program. Membership reinstatements are eligible for pro-rata membership fees. Refer to section 8 Pro rata membership fees.

Table 3 Instalment membership fees

Type	Category	2027 Instalment fee			2027 Instalment yearly total		
		Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)
Full membership	Full time	$203.86	$20.39	$224.25	$815.45	$81.55	$897.00
	Part time	$174.77	$17.48	$192.25	$699.09	$69.91	$769.00
	Reduced hours	$165.00	$16.50	$181.50	$660.00	$66.00	$726.00
	Graduate	$155.45	$15.55	$171.00	$621.82	$62.18	$684.00
	Non-practising[5,6]	$106.82	$10.68	$117.50	$427.27	$42.73	$470.00
	Retired[5,6]	$32.27	$3.23	$35.50	$129.09	$12.91	$142.00

8. Pro rata membership fees

Pro-rata membership fees come into effect on 1 April, 1 July, & 1 October in any year and are automatically applied during the join/reinstatement/student upgrade process online. This discount applies to:

[5] Does not include access to the APD Program

[6] Does not include access to PEN

- New members joining Dietitians Australia as Full or Affiliate members.
- Students upgrading to Full membership.
- Resigned/deferred/lapsed members[7] reinstating to Full membership.

Pro rata fees cover membership from the date of join/upgrade/reinstatement through to 31 December of the same year.

1 Apr – 30 Jun	Pro-rata membership fees available (75% of annual fee).
1 Jul – 30 Sep	Pro-rata membership fees available (50% of annual fee).
1 Oct – 31 Dec	Pro-rata membership fees available (25% of annual)

There is no pay by instalment option for pro-rata fees.

Pro rata fees are a member benefit and, therefore, the APD Only customer type does not receive pro rata rates at any point. Affiliate members are eligible for pro rata rates.

Table 4 Pro rata membership fees

Type	Category	2027 Apr-Jun pro rata (75%)			2027 Jul-Sep pro rata (50%)			2027 Oct-Dec pro rata (25%)		
		Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)
Full membership	Full time	$581.59	$58.16	$639.75	$387.73	$38.77	$426.50	$193.86	$19.39	$213.25
	Part time	$494.32	$49.43	$543.75	$329.55	$32.95	$362.50	$164.77	$16.48	$181.25
	Reduced hours	$465.00	$46.50	$511.50	$310.00	$31.00	$341.00	$155.00	$15.50	$170.50
	Graduate	$436.36	$43.64	$480.00	$290.91	$29.09	$320.00	$145.45	$14.55	$160.00
	Non-practising[8,9]	$290.45	$29.05	$319.50	$193.64	$19.36	$213.00	$96.82	$9.68	$106.50
	Retired[8,9]	$66.82	$6.68	$73.50	$44.55	$4.45	$49.00	$22.27	$2.23	$24.50
Affiliate membership	Affiliate[8,9]	$150.00	$15.00	$165.00	$100.00	$10.00	$110.00	$50.00	$5.00	$55.00

9. Change categories

9.1 Changing during renewal period

Membership renewal fees are calculated based on a member's category at the time the renewal invoices are generated and should reflect the member's situation at the start of the membership year. If a member knows that their circumstances are changing for the following membership year, they will need to change their membership category. If a member's situation is going to change during the membership year – e.g. going on parental [or carer's] leave, the member should renew in

[7] Lapsed members incur an additional lapsed fee on reinstatement. Refer to section 14 Administration fees.

[8] Does not include access to the APD Program

[9] Does not include access to PEN

the category that reflects their initial circumstances and then downgrade during the membership year. Refer to 9.3 Change during parental [or carer's] leave.

The membership category change form will be made available before the renewal period opens for members to nominate the membership category that aligns with their circumstances in the coming membership year. Members who are not changing category do not need to complete this form. If a member is unsure of their situation in the following membership year, they can complete the form based on what they know at the time and change later in the renewal period if required. There are no additional fees to use the change category form.

After the renewal period opens, members will no longer be able to change their category or type online via the form. Members will need to contact membership via phone or email membership@dietitiansaustralia.org.au to change their member category or member type BEFORE completing their renewal. There are no additional fees if the category change is completed prior to paying renewal fees.

If a member has paid their renewal fees and then contacts Dietitians Australia to change their category or type, they may be subject to an administration fee.

9.2 Changing outside of renewal period

If a member's work hours increase to align with a different membership category during the membership year they are expected to contact membership by phone or email membership@dietitiansaustralia.org.au to arrange adjustment of their membership category. A Membership adjustment fee will be applicable. If the member is enrolled in the instalment program, the adjustment is for the current quarter with future instalments charged at the higher rate.

The membership adjustment fee is calculated daily and is made up of the difference in membership fees (pro-rata) plus an $11 administration fee.

A membership adjustment to a lower cost category cannot be undertaken during the membership year other than for parental [or carer's] leave. Refer to 9.3 Change during parental [or carer's] leave.

Members cannot change to APD Only after renewal, reinstatement, or join. APD Only customer type may change to Full membership in the Full time category after renewal, reinstatement, or join however pro rata adjustment fees are not applicable.

9.3 Change during parental [or carer's] leave

Dietitians Australia recognises the importance of providing flexibility around membership fees while members are taking leave from paid employment to look after a family. As such, members undertaking parental [or carer's] leave from paid employment will be permitted to change their membership category as outlined below:

- If the member requires their APD credential while on parental [or carer's] leave, they can:
    - change from Full time to Part time or Reduced hours, or
    - change from Part time to Reduced hours.
- If the member does not require their APD credential while on parental [or carer's] leave, they can:
    - Change from Full time, Part time or Reduced hours to Non-practising dietitian, and defer their APD.

Upon changing to a lower-fee category, members will receive an account credit for the difference in membership fees (pro-rata), less an $11 administration fee. If the member is paying by instalments, further instalments will be at the relevant rate for the new category.

Requests to downgrade a membership category cannot be backdated.

Membership needs to be maintained, and not lapsed or deferred, to receive the credit. Any unused credit will be voided in the event of a break in membership.

Changing categories during the renewal year is a member benefit and, therefore, those in the APD Only customer type are not eligible to participate at any time.

Applications to adjust membership due to parental [or carer's] leave must be put in writing to the Membership Team. Request to be sent via email to membership@dietitiansaustralia.org.au.

Members going on parental [or carer's] leave may also wish to defer their membership. Refer to section 11 Taking a break from active membership.

10. Annual category audit

Members self-nominate the member category appropriate to their life circumstances when they join, reinstate, or renew their membership. To ensure adherence to the Membership Policy, an annual audit of a random sample of members' employment hours across all jobs will be undertaken. During the audit, selected members will be asked to provide evidence of employment that aligns with their nominated member category. Members identified as being in the incorrect category will be asked to upgrade their membership to the required category as per the Membership Policy.

Unpaid invoices relating to a member category upgrade as a result of the audit will be managed as per section 15 Follow up timeframes.

11. Taking a break from active membership

Throughout a member's career there may be times when they do not require an active membership and/or APD credential. At those times the member may choose to take a break from active membership by deferring.

Only Full members have the option to defer their membership.

Student members cannot defer. If they are no longer studying, they will need to cancel their membership and then rejoin once they recommence studies.

Affiliate members cannot defer. Their membership will automatically expire at the end of the calendar year, and they can rejoin at any time.

AN members cannot defer. If they no longer require membership, they will need to resign. AN members may rejoin in another eligible member type but cannot rejoin as an AN member in the future. See 5.2.2 Accredited Nutritionists (AN).

A member may not have an active APD credential while their membership (or APD Only customer type) is inactive.

11.1 Deferral

If a member is intending to take a break from their membership, then they should defer. Deferring advises Dietitians Australia that the membership is intended to be inactive, stops renewal reminders,

and avoids the application of a lapsed fee when their membership is reinstated. Refer to section 14 Administration fees.

Deferring membership will automatically defer an active APD credential. Membership and APD may remain deferred for a maximum of 3 years. If a member remains on deferral for more than 3 years, their membership and APD will be updated to lapsed status. If an APD is deferred for more than 3 years and becomes lapsed, re-entry to the APD program will involve an application through the Resumption of APD pathway process.

Members who have deferred will need to reinstate when they are ready to return. Pro-rata membership fees will apply depending on when membership is reinstated. Refer to section 8 Pro rata membership fees.

Any credits on a membership account due to changing categories will be forfeited when a membership is deferred. Refer to 9.3 Change during parental [or carer's] leave.

Any membership deferral processed after membership expiry will be backdated in line with membership expiry. For example, if a member has not renewed during the renewal period and submits their deferral after 31 December their membership deferral will be backdated to 1 January.

11.2 Lapse

If a member does not renew or defer their membership by the end of the renewal period or the end of each instalment period, or remains on deferral for more than 3 years, their membership and APD credential will lapse. A membership does not lapse until the end of the renewal period or 1 week after instalment period closes, or after 3 years of continuous deferral.

Student members who fail to upgrade to a Full member or APD Only customer type after the estimated course completion will lapse. A person with a lapsed Student membership is not eligible to upgrade to the Full member Graduate category, they must join as a Full member in a category other than Graduate or join as an APD Only customer which is classed as a non-member and not eligible for member benefits.

Lapsed members incur an additional fee on reinstatement, with the exception of lapsed Student and Affiliate members. Refer to section 14 Administration fees.

A membership lapse will automatically lapse an active APD credential which can stay inactive for a maximum of 3 years from the APD's last completed APD year to avoid the Resumption of APD pathway~~s~~ on reinstatement. If an APD lapses, that year is NOT counted as a completed year.

Members who have lapsed will need to reinstate when they are ready to return. Pro-rata membership fees will apply depending on when membership is reinstated. Refer to section 8 Pro rata membership fees.

Any credits on a membership account due to changing categories will be forfeited when a membership is lapsed. Refer to 9.3 Change during parental [or carer's] leave.

Any membership lapse processed after membership expiry will be backdated in line with membership expiry. For example, if a member has not renewed during the renewal period and the renewal period ends their membership will lapse effective 1 January in line with the 31 December expiry date.

11.3 Late deferral

If a membership lapses and the member wants to change that to deferred, they will need to contact membership by phone or email membership@dietitiansaustralia.org.au. A late deferral fee invoice

will be issued. Late deferral is only effective on the membership absence and does not change the APD absence from lapsed to deferred. Late deferral does not change the dates of the absence.

Late deferral does not apply to lapsed Student and Affiliate memberships.

11.4 Resign

If a member is intending to leave their membership permanently, then they should resign. Resigning advises Dietitians Australia that the membership is intended to be inactive, stops renewal reminders, and avoids the application of a lapsed fee if the member does decide to return in the future. Refer to section 14 Administration fees.

Resigning a membership will automatically resign an active APD credential. As with deferring, an APD credential can be inactive for a maximum of 3 years to avoid the Resumption of APD pathway on reinstatement.

Members who have resigned will need to reinstate if they decide to return. Pro-rata membership fees will apply depending on when membership is reinstated. Refer to section 8 Pro rata membership fees.

Any credits on a membership account due to changing categories will be forfeited when a membership is resigned. Refer to 9.3 Change to parental [or carer's] leave.

Any membership and APD credential resignation processed after membership expiry will be backdated in line with membership expiry. For example, if a member has not renewed during the renewal period and submits their resignation after 31 December their resignation will be backdated to 1 January.

12. Refunds

- Membership fees will not be refunded if a member defers or resigns during the membership year.
- Refunds will not be issued to members who change categories during the year, other than for parental [or carer's] leave as outlined in 9.3 Change during parental [or carer's] leave.
- Parental [or carer's] leave refunds will be issued as a credit on the member's Dietitians Australia account only. Any unused credit will be voided if membership subsequently becomes inactive for any reason.
- Membership join, upgrade, or reinstatement application must be cancelled in writing (email: membership@dietitiansaustralia.org.au) by the applicant within 4 weeks of the application submission for the refund to be applicable. Any refund provided as a result of cancellation will be less a cancellation fee (see section 14 Administration fees).
- Applicants who pay online but do not complete application requirements will be followed up for a maximum of 3 months from the application submission date before cancellation will be actioned by Dietitians Australia. No refund of fees paid will be applicable.
- Any applicant who claims a chargeback from their bank to avoid the cancellation fee will be required to pay the outstanding cancellation fee before any future applications will be processed.
- Applications for refunds or discounts due to financial hardship or extenuating circumstances must be put in writing and include submission of a completed DA financial hardship form. Please contact membership@dietitiansaustralia.org.au for a copy of the form.

13. Financial hardship

Dietitians Australia recognises that members may occasionally experience financial hardship. In such cases, members may apply for support to maintain their membership. Financial hardship support may involve fee adjustments, account credits, membership category change, etc.

The following conditions apply to applications for financial hardship:

- An application for financial hardship must use the required Dietitians Australia form.
- Members must submit a completed Financial Hardship Form to membership@dietitiansaustralia.org.au for consideration.
- Each application is assessed on a case-by-case basis.
- There is no fixed period of time for financial hardship support.
- Supporting documentation may be requested to verify financial circumstances.
- CPD requirements for maintaining an APD credential remain unchanged and cannot be waived due to financial hardship.

14. Administration fees

The following administration fees may apply to members:

Membership Admin fee	Applies to various membership manual tasks requiring additional admin such as instalments, declined payments, downgrades.	$11.00
Membership Adjustment fee	Applies to members adjusting membership category during the membership year. Pro rata rate calculated at time of adjustment equal to the difference between what they have already paid and what they need to pay for the remainder of the year/quarter.	varies
Lapsed fee	Applies to lapsed members on reinstatement. Does not apply to lapsed student memberships upgrading to full membership.	$55.00
Late deferral fee	Applies to lapsed members who wish to change membership from lapsed to deferred.	$55.00
Cancellation fee	Applies to Membership application, upgrade, or reinstatement and must be cancelled within 4 weeks of application submission date for refund of membership fees minus cancellation fee.	$66.00
Chargeback Fee	Should a membership fee be disputed with the bank and not cancelled, resulting in a charge back fee to Dietitians Australia, if Dietitians Australia is not at fault then the chargeback fee will be passed on to the member on top of any other fees payable such as the original disputed fee.	As per bank, usually $44.00

15. Follow up timeframes

15.1 Outstanding evidence of enrolment documentation

Outstanding evidence of enrolment documentation for Student membership will be followed up for a maximum of 3 months from the application submission date before an application is cancelled. The applicant will need to resubmit the application if required.

15.2 Outstanding identification documentation

Outstanding identification documentation for upgrade or Full member / APD Only join will be followed up for a maximum of 3 months from the application submission date before an application is cancelled. No refund of fees paid.

15.3 Outstanding evidence of completion documentation

Outstanding evidence of completion documentation for upgrade or Full member / APD Only join will be followed up for a maximum of 3 months from the application submission date before an application is cancelled. No refund of fees paid.

If interim documentation is supplied for upgrade or Full member / APD Only join, final documentation will be followed up at 6 months after completion of the course. Final documentation will be followed up for 1 month before membership and APD are suspended. No refund of fees paid.

15.4 Membership adjustment and administration fee invoices

Membership adjustment and administration fee invoices are invoices raised for manual membership adjustment or administration reasons usually relating to changing categories. Membership adjustment and administration fee invoices will be followed up for 2 weeks after the due date. If Invoice remains unpaid 2 weeks after the due date, the outstanding invoice will be escalated to Management. If still unpaid 1 month after the due date, membership and/or APD will be suspended if applicable. No refund of fees paid.

15.5 Late deferral fee invoices

Late deferral fee invoices are invoices raised to change a lapsed membership to deferred. Late deferral fee invoices will be followed up for 2 weeks after the due date. If Invoice remains unpaid 2 weeks after the due date the outstanding invoice will be reversed, and membership will remain lapsed.

15.6 Renewal invoices

Renewal invoices are invoices for the yearly membership renewal. Renewal invoices will not be followed up outside of the renewal period communications plan and will be reversed 1 week after the renewal period closes. Member will need to reinstate to reactivate membership.

15.7 Instalment renewal invoices

Instalment renewal invoices are invoices for the quarterly instalment renewal. Instalment renewal invoices will not be followed up outside of the instalment period communications plan and will be reversed 1 week after each instalment period closes. Member will need to reinstate to reactivate membership and cannot continue in the instalment program for that year.

15.8 Changing from instalment to annual payments

A member may change from paying by instalments to paying their annual membership fees in full. In this case, an invoice for the remainder of the year's fees is raised outside of the usual instalment renewal schedule. The invoice for annual fees will be followed up for 2 weeks after the due date. If the invoice remains unpaid after the 2 weeks and the membership is still active, the invoice will be reversed, and the member will remain on the instalment program. If the membership has expired, the invoice will be reversed 1 week after the instalment period closes, and member will need to

reinstate to reactivate their membership and cannot continue in the instalment program for that year.

16. Document review details

Date	Changes Made	Who
August 2022	Updated address. Revised for 2023 renewal period. Inclusion of Membership Adjustment fee in fees table. Addition of FTS downgrade.	Jordana McKeown
October 2022	Clarification of voiding credit for PL & FTS if member defers.	Jordana McKeown
November 2022	Addition of membership fees being acceptable prize for CEO awards. Clarification of declined payment fee.	Jordana McKeown
September 2023	Change of name from Membership fees policy to Membership policy to reflect bigger scope of document. Change to new template. Clarity added around backdating parental leave and full time study category changes. Additional information advising that APD Only not being eligible for category changes, pro rata rates, or instalments added. More information regarding all aspects of membership added to document. General updates for 2024 renewals.	Jordana McKeown
April 2024	Add instalment period coverage dates to section 7. Update section 13 to make the different invoice types clearer. Add new April pro rata rates.	Jordana McKeown
May 2024	Add identification documentation follow up time frames.	Jordana McKeown
June 2024	Update to document locations table.	Jordana McKeown
August 2024	Update to reflect 2025 membership dates and fees. Addition of chargeback fee details to Administration fees table.	Jordana McKeown
August 2025	Update to reflect 2026 membership category changes, dates and fees. Add annual category audit and financial hardship process.	Jun Luo
August 2026	**Update to reflect 2027 membership dates and fees. Add Carer's leave and the 3-year deferral-to-lapsed process.**	**Jun Luo**

16.1 Documentation location/s

	File Type	Access to
MSO/Membership/Policy Documents/Membership Policy 2025.docx	Word	DA Staff
MSO/Membership/Policy Documents/Membership Policy 2025.pdf	PDF	DA Staff
https://dietitiansaustralia.org.au/about-us/corporate-documents/membership-policy	PDF	Public