

Membership Fees Policy

PURPOSE

To describe the rationale and process for determining membership fees.

POLICY STATEMENT

There are several categories of membership set out in the Constitution. 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.

GUIDELINES FOR ASSESSING MEMBERSHIP FEES

- Membership fees must be set to ensure Dietitians Australia can continue to operate and deliver member services.
- Member fees should be set in specific categories (student, retired and 'employed – not working as a dietitian and / or nutritionist') to ensure engagement and retention.
- Dietitians Australia must have the financial capacity to undertake activities identified in annual plans.
- CPI must be taken into account when assessing membership fees.
- 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.
- Membership fees should be periodically benchmarked against those of similar organisations.

GENERAL GUIDELINES

- Except in the cases of Honorary Life and Honorary Membership as defined in the Constitution, 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 or reinstate during the membership year as follows:
 - From 1 July 50% membership fee will apply
 - From 1 October 25% membership fee will apply
- Administration fees apply to all members (other than students) who are considered to have lapsed being:

- those who do not renew during the renewal period and let their membership lapse
- members who fail to pay their instalment 30 days after invoice raised date
- Extenuating circumstances for fee waiver may be considered.
- Membership Fees are based on full time rate for the year and discounts are available to members if they are working less than full time hours (20+) with the expectation that, when they return to full time work, the Membership Adjustment fees will be applicable plus an administration fee.

PARENTAL LEAVE

Dietitians Australia recognises the importance of providing flexibility around membership fees while members are taking leave from paid employment to raise a family. As such, members undertaking parental leave from paid employment will be permitted to change their membership category from full time or part time to parental leave during the year, as outlined below.

Upon changing to parental leave, 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 parental leave rate.

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.

Applications to adjust membership to parental leave must be put in writing to the Membership Team. Request to be sent via email to membership@dietitiansaustralia.org.au.

FULL TIME STUDY

Dietitians Australia recognises the importance of providing flexibility around membership fees while members are reducing paid employment to take on further studies to enhance their dietetics practice and/or the dietetics profession in general. As such, members undertaking full time study in a PhD or tertiary level course relevant to dietetics will be permitted to change their membership category from full time or part time to full time study during the year, as outlined below.

Upon changing to full-time study, 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 full-time study rate.

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.

Applications to adjust membership to full time study must be put in writing to the Membership Team and must include evidence of enrolment in a PhD or other tertiary level course relevant to dietetics practice as well as a statement to confirm that they will not be undertaking paid work more than 8 hours per week. Request to be sent via email to membership@dietitiansaustralia.org.au.

ADMINISTRATION FEES

These 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.	\$55.00
Late deferral fee	Applies to lapsed members who wish to change from lapsed to deferred.	\$55.00
Cancellation fee	New members only. Membership application must be cancelled within 4 weeks of submission for refund of membership fees	\$66.00

PAY BY INSTALMENT

Pay by instalment option is available during the membership renewal period. The following conditions apply to the pay by instalment option:

- Early bird discount is not available for instalment payments.
- Annual fee is divided into 4 instalments, each payment includes an \$11.00 administration fee.
 - **First payment: paid the day membership is renewed**
 - **Second payment:**
 - **Autopay processed: Wednesday, 29 March 2023**
 - **Payment due: Friday, 31 March 2023**
 - **Third payment:**
 - **Autopay Processed: Wednesday, 28 June 2023**
 - **Payment due: Friday, 30 June 2023**
 - **Final payment**
 - **Autopay processed: Wednesday, 27 September 2023**
 - **Payment due: Friday, 29 September 2023**
- It is not possible to downgrade the membership category part-way through the year if the 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 leave or full time study as outlined above.
- If employment circumstances change part-way through the year with work hours increasing (e.g. if the year is started in parental leave category and employment above 8 hours per week is gained) the member must upgrade their membership to the correct category and pay the pro-rata difference in membership fees.

- **The pay by instalment option is only available during the renewal period.** If instalments are suspended part-way through the year (e.g. defer or lapse) and are reinstated in that same year, the member cannot pay by instalments again. To reinstate, pro-rata fees may be applied (see below).
- Autopayment credit card details must be registered to use the instalment program. Alternate methods of payment can be used after the invoice is issued but prior to autopayment processing without changing registered autopay details.
- The member must ensure credit card 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 autopayment 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.
- If an autopay payment is declined an \$11 admin fee may be applicable.
- If an instalment is missed, membership and APD status will lapse.
 - If a member's APD status 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 re-instatement or late deferral. The member will not be able to reinstate in the instalment program that same year. Members will be required to full or pro-rata membership fees as below.

PRO-RATA MEMBERSHIP FEES

Pro-rata membership fees do not come in to effect until 1 July in any year. To join or reinstate after 1 July in any year, members may be eligible to receive a pro-rata discount applied to the membership fee. This discount applies to:

- New members
- Students upgrading to full membership
- Resigned members
- Deferred/Lapsed members¹

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.

¹ Lapsed members incur an additional lapsed fee on reinstatement.

REFUNDS

- Applicants who pay online but do not complete application requirements will be refunded less a cancellation fee (see table above for cancellation fee details). Membership application must be cancelled within 4 weeks of submission for refund to be applicable.
- Refunds will not be issued to members who change categories during the year, other than for parental leave and full time study as outlined above.
- Parental leave and full time study refunds will be issued as a credit on the members Dietitians Australia account only. Any unused credit will be voided if member defers.
- Applications for refunds or discounts due to financial hardship or extenuating circumstances must be put in writing to the Chief Executive Officer and can be submitted via email to membership@dietitiansaustralia.org.au.

Documentation 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