

Membership Policy

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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 assessing 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.
- Membership fees should be periodically benchmarked against those of similar organisations.

3. General guidelines

- 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, 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 apply on membership reinstatement for all members (other than students) who are considered to have lapsed. Refer to section 12 Administration fees.
- Extenuating circumstances for 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 a higher 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 12 Administration fees.

- 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.

Members may change category to a lower category during the membership year in the case of parental leave and/or full-time study only. Refer to section 9 Change categories.

4. Membership year

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

Any active member with full membership or APD Only has 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. Student members expiry date is set at 31 December in the year they have advised they are due to graduate.

Once an expiry date is reached the membership is expired and no longer valid however members may still have access to areas of the member portal until their membership is updated to lapsed.

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. Memberships expire 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.

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 2024 membership year is from 1 November 2023 through to 31 January 2024.

- 4 October 2023 Change category form is released prior to the renewal period
- 25 October 2023 Change category form closes

- 1 November 2023 Renewal period opens. Renewal invoices available. Pay by instalment option available. Early bird discount for full payment applied.
- 13 December 2023 23:59 AEDST early bird discount for full payment ends. Full fees applied.
- 31 December 2023 23:59 AEDST 2023 Membership expires
- 31 January 2024 23:59 AEDST renewal period ends. Pay by instalment no longer available. Membership lapsed.
- 14 February 2024 Membership and APD credential lapse formalised.
- 4 March 2024 Medicare advised of APD credential lapse/deferral/resignation.

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 course¹ are encouraged to join Dietitians Australia as a student member. This membership type gives them access to everything except PEN & the APD program. Refer to [accredited nutrition and dietetics programs online listing](#) current lists of eligible courses for student membership.

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. Refer to 6.2 Full membership type and 6.4 APD Only customer type.

5.2 Overseas trained dietitians

Dietitians who live and work overseas, are a member of an International Confederation of Dietetic Associations (ICDA) dietetic association and are not eligible for APD status can join as an affiliate member. Members who have graduated from an Australian accredited dietetics degree and/or previously been an APD and/or completed the DSR process cannot change to this category. Members of the Affiliate membership type are not eligible to be an APD. They do not have full member benefits.

Dietitians who have been trained overseas and wish to become an APD can apply for Dietetic Skills Recognition (DSR). 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.

¹ Also includes approved courses in Program Qualification status that have students enrolled.

5.3 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.

5.4 Full membership and APD Only customer type

Once dietitians have completed their initial dietetic degree, they are not 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 and 6.4 APD Only customer type.

Each year active full members (and APD Only customer type) need to renew their membership during the renewal period. Refer to 4.1 Membership renewal period for current years dates.

If a member wishes to take a break from their full membership (or APD Only customer type) they will need to defer. Refer to 10 Taking a break from active membership.

If a member does not renew or defer during the renewal period, their membership and APD will lapse. Refer to 10.2 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 reinstate.

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, or student upgrade 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 leave or study, 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.
- Part time: for full members who work less than 20 hours per week in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits.
- Seeking work / Unpaid work: for full members who are looking for work or undertaking unpaid work. Maximum of 8 hours per week of paid work in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits.
- Parental leave: for full members who are taking a break from work to have a child or to look after children. Maximum of 8 hours per week of paid work in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits.

- Full-time study: for full members who are taking a break from work to study a tertiary degree. Maximum of 8 hours per week of paid work in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits.
- Career Break: for full members who are taking a break from work for reason other than parental leave or study such as extended travel or medical reasons. Maximum of 8 hours per week of paid work in any field, not just dietetics. Includes access to the APD program, PEN, and all member benefits.
- Non-practising: 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. Provisional APDs are not eligible to be in this category.
- Retired: for full members who 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. Provisional APDs are not eligible to be in this category.

6.3 Affiliate membership type

The Affiliate membership type is for members who live and work overseas, are a member of an International Confederation of Dietetic Associations (ICDA) dietetic association, and are not eligible for APD status. This means that members who have graduated from an Australian accredited dietetics degree and/or previously been an APD and/or completed the DSR process cannot change to this category. 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.

Table 1 Annual membership fees

Full membership category	2024 Base rate			2024 Early Bird rate		
	Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)
Full time	\$730.91	\$73.09	\$804.00	\$693.64	\$69.36	\$763.00
Part time	\$600.00	\$60.00	\$660.00	\$570.00	\$57.00	\$627.00
Seeking work / Unpaid work	\$370.00	\$37.00	\$407.00	\$351.82	\$35.18	\$387.00
Parental leave						
Full-time study						
Career Break						
Non-practising ^{2,3,4}	\$309.09	\$30.91	\$340.00	\$293.64	\$29.36	\$323.00
AN/Affiliate ^{2,3}	\$154.55	\$15.45	\$170.00	\$147.27	\$14.73	\$162.00
Retired ^{2,3,4}	\$84.55	\$8.45	\$93.00	\$80.00	\$8.00	\$88.00

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

6.4 APD Only customer type

The APD Only customer type 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, SharePlate, discounted and complimentary CPD opportunities. In addition, APD Only customers do not receive member discounts through member advantage, any other member discounts such as discounted and pro rata membership fees, downgrading membership category, or the membership fee instalment program.

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	2024 Base rate		
	Total (excl GST)	GST	Total (inc GST)
APD Only ³	\$674.55	\$67.45	\$742.00
PEN Add-on to APD Only ²	\$131.82	\$13.18	\$145.00

7. Pay by instalment

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

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. The members APD credential is only valid while membership is active and their APD certificate will show the same expiry date as their membership.

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 member benefit and, therefore, APD Only customers and AN members are unable to participate.
- The annual fee is divided into 4 instalments, each payment includes an \$11.00 administration fee.
 - First payment: paid the day membership is renewed.
 - Covers through until 31 March 2024
 - Second payment:
 - Autopay processed: Wednesday, 27 March 2024
 - Payment due: Sunday, 31 March 2024
 - Covers period 1 April to 31 March 2024
 - Third payment:
 - Autopay Processed: Wednesday, 26 June 2024
 - Payment due: Sunday, 30 June 2024

- Covers period 1 July to 30 September 2024
- Final payment
 - Autopay processed: Wednesday, 25 September 2024
 - Payment due: Monday, 30 September 2024
 - Covers period 1 October to 31 December 2024
- Autopay credit card 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 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 applicable.
- If an instalment 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 in 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 leave or full time study. 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 parental leave category and employment of 8 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. defer or lapse) and the member reinstates in that same year, the member cannot continue in the instalment program. To reinstate, pro-rata fees may be applied. Refer to section 8 Pro rata membership fees.

Table 3 Instalment membership fees

Category	2024 Instalment fee			2024 Instalment yearly total		
	Total (excl GST)	GST	Total (inc GST)	Total (excl GST)	GST	Total (inc GST)
Full time	\$192.73	\$19.27	\$212.00	\$770.91	\$77.09	\$848.00
Part time	\$160.00	\$16.00	\$176.00	\$640.00	\$64.00	\$704.00
Seeking work / Unpaid work	\$102.50	\$10.25	\$112.75	\$410.00	\$41.00	\$451.00
Parental leave						
Full-time study						
Career Break						
Non-practising ^{5,6}	\$87.27	\$8.73	\$96.00	\$349.09	\$34.91	\$384.00
Affiliate ^{5,6}	\$48.64	\$4.86	\$53.50	\$194.55	\$19.45	\$214.00
Retired ^{5,6}	\$31.14	\$3.11	\$34.25	\$124.55	\$12.45	\$137.00

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/upgrade process online. This discount applies to:

- New members joining Dietitians Australia as full members.
- Students upgrading to full membership.
- Resigned/deferred/lapsed members⁷ 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 (% 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.

⁵ Does not include access to the APD Program

⁶ Does not include access to PEN

⁷ Lapsed members incur an additional lapsed fee on reinstatement. Refer to section 12 Administration fees.

Table 4 Pro rata membership fees

Category	2024 Apr-Jun pro rata (75%)			2024 Jul-Sep pro rata (50%)			2024 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 time	\$548.18	\$54.82	\$603.00	\$365.45	\$36.55	\$402.00	\$182.73	\$18.27	\$201.00
Part time	\$450.00	\$45.00	\$495.00	\$300.00	\$30.00	\$330.00	\$150.00	\$15.00	\$165.00
Seeking work / Unpaid work									
Parental leave	\$277.50	\$27.75	\$305.25	\$185.00	\$18.50	\$203.50	\$92.50	\$9.25	\$101.75
Full-time study									
Career Break									
Non-practising ^{8,9}	\$231.82	\$23.18	\$255.00	\$154.55	\$15.45	\$170.00	\$77.27	\$7.73	\$85.00
Affiliate ^{8,9}	\$115.91	\$11.59	\$127.50	\$77.27	\$7.73	\$85.00	\$38.64	\$3.86	\$42.50
Retired ^{8,9}	\$63.41	\$6.34	\$69.75	\$42.27	\$4.23	\$46.50	\$21.14	\$2.11	\$23.25

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 leave or starting full time study, the member should renew in the category that reflects their initial circumstances and then downgrade during the membership year. Refer to 9.3 Change to parental leave and 9.4 Change to full time study.

The membership category change form will be made available before the renewal period opens for members to elect changed categories. 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 fill in the form with expectation 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 category or type BEFORE completing their renewal. There are no additional fees if the category change is completed prior to paying renewal fees.

⁸ Does not include access to the APD Program

⁹ Does not include access to PEN

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 member increases work hours 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 member is enrolled in the instalment program, the adjustment is for the quarter with future instalments being 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 leave or full time study. Refer to 9.3 Change to parental leave and 9.4 Change to full time study.

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 to 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.

Requests to change membership category to parental leave 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 unable to participate at any point.

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.

Members going on parental leave may also wish to defer their membership. Refer to section 10 Taking a break from active membership.

9.4 Change to 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 study in a PhD or tertiary level course will be permitted to change their membership category from full time or part time to full time study during the year, as outlined below.

They must not be working more than 8 hours per week in paid work any field, not just dietetics.

Requests to change membership category to full time study cannot be backdated.

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.

Changing categories during the renewal year is a member benefit and, therefore, those in the APD Only customer type are unable to participate at any point.

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 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.

10. 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 credential. At those times the member may choose to take a break from active membership by deferring.

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

AN members cannot defer. If they no longer require membership, they will need to resign. AN members cannot rejoin as an AN member in the future.

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

10.1 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 and stops renewal reminders as well as avoids the lapsed fee when their membership is reinstated. Refer to section 12 Administration fees.

Deferring membership will automatically defer an active APD credential which can stay inactive for a maximum of 3 years from their last completed APD year to avoid alternate pathways on reinstatement.

Provisional APDs do not have the ability to take a break from their provisional APD program and therefore deferring is not an option while they have an active provisional APD credential. A provisional APD will need to either remain active until they complete their provisional APD program and transition to a full APD OR they will need to resign from the APD program¹⁰. Once either of these options are completed, the member will be able to defer.

Members who have deferred will need to reinstate when they are ready to return and should bear in mind pro rata fees for reinstatement. Refer to section 8 Pro rata membership fees.

¹⁰ If a provisional APD resigns from the provisional APD program they will need to restart the program when reinstating their APD.

Any credits on a membership account due to changing categories will be forfeited when a membership is deferred. Refer to 9.3 Change to parental leave and 9.4 Change to full time study.

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.

10.2 Lapse

If a member does not renew or defer their membership by the end of the renewal period or at the end of each instalment period, their membership and APD will lapse. A membership does not lapse until the end of the renewal period or 1 week after instalment period closes.

Student members who fail to upgrade to a full membership or APD Only customer type after the estimated course completion will lapse. Upgrades to full membership or APD Only customer type can be processed from a lapsed student membership.

Lapsed members incur an additional fee on reinstatement, with the exception of lapsed student members. Refer to section 12 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 alternate pathways on reinstatement. If an APD lapses, that year is NOT counted as a completed year.

If a provisional APD lapses their membership and/or APD credential, they will need to restart the APD provisional program.

Members who have lapsed will need to reinstate when they are ready to return and should bear in mind pro rata fees for reinstatement. 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 to parental leave and 9.4 Change to full time study.

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.

10.3 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 memberships.

10.4 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 and stops renewal reminders as well as avoids the lapsed fee if the member does decide to return in the future. Refer to section 12 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 alternate pathways on reinstatement.

Members who have resigned will need to reinstate if they decide to return and should bear in mind pro rata fees for reinstatement. 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 leave and 9.4 Change to full time study.

Any membership & 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.

11. 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 leave and full-time study as outlined in 9.3 Change to parental leave and 9.4 Change to full time study.
- Parental leave and full-time study 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 application, upgrade, or reinstatement must be cancelled by 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 12 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.

12. 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. 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

13. Follow up timeframes

13.1 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.

13.2 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.

13.3 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.

13.4 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.

13.5 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.

13.6 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.

13.7 Future instalment invoices

Future instalment invoices are invoices for the raised early, outside of usual instalment renewals, for future instalments. Future instalment invoices will be followed up for 2 weeks after the due date. If Invoice remains unpaid 2 weeks after due date the outstanding invoice will be escalated to Management. If still unpaid at 1 month after the due date the invoice will be reversed and membership will remain in instalment program.

14. 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

14.1 Documentation location/s

	File Type	Access to
https://ausdaa.sharepoint.com/Data/MSO/Membership/Policy Documents/Membership Policy .docx	Word	DA Staff
https://ausdaa.sharepoint.com/Data/MSO/Membership/Policy Documents/Membership Policy 2024.pdf	PDF	DA Staff
https://dietitiansaustralia.org.au/about-us/corporate-documents/membership-policy	PDF	Public