



THE AUSTRALASIAN COLLEGE OF DERMATOLOGISTS

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Policy Name	TRAINING PROGRAM FEES POLICY and PROCEDURES
Responsible Officer:	Chief Executive Officer
Approval Authority	Audit and Risk Committee
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PURPOSE

This policy and its associated procedures sets out the College's requirements for setting, collecting, administering, and refunding of all fees associated with the Diploma of Australasian College of Dermatologists (the training program) and the requirements where there is non-compliance or complaints.

OBJECTIVES

The policy objectives are to:

- Provide a single, comprehensive statement of the Australasian College of Dermatologists training program fees; and
- Achieve a flexible, consistent and equitable approach to the collection, refunding and remission of all College training fees.

SCOPE

This policy applies to all College training fees.

DEFINITIONS

Full-Time Trainee: Trainees who are enrolled in the Diploma of Australasian College of Dermatologists (the program) and full-time employed as a registrar in an accredited training position.

Part-Time Trainee: Trainees who are enrolled in the Diploma of Australasian College of Dermatologists and part-time employed as a registrar in an accredited training position.

Post Training Candidate: Diploma of Australasian College of Dermatologists candidates who are repeating the fellowship exam but no are longer employed as a registrar in an accredited training position or trainees who have delayed their application to sit for the fellowship exam.

Trainees - interrupted training: Trainees, who have started the Diploma of Australasian College of Dermatologists in previous years, but have however, upon application to the College, been granted a total of 12 months break from the training program due to personal circumstances.

Or

Candidates, who are enrolled in the Diploma of Australasian College of Dermatologists, but have however, upon application to the College and under exceptional circumstances, been granted a total of 12 months delay in starting the training program.

Australian Resident Applicants: Applicants already registered to practice medicine in Australia at the time of application to join the Diploma of Australasian College of Dermatologists program.

International Medical Graduate (IMG) Applicants: Applicants who have completed a medical degree along with a dermatology degree outside Australia and are applying to become a Fellow of the College.

International Medical Graduate (IMG) Trainees: IMGs who are accepted into the College training program and attending a minimum of 6 months of Diploma of Australasian College of Dermatologists.

International Medical Graduate (IMG) Up-skilling: IMGs who are accepted to become a Fellow of the Australasian College of Dermatologists upon completion of a 3 month up-skilling program and enrolled in Diploma of Australasian College of Dermatologists for the same duration.

Training Fee Schedule: A comprehensive list of all College training program related fees as advertised on College website

Training Year: A training year is set according to Australian Medical Council guidelines.

Annual Program Fees are:

- Full-Time Fee - is payable by Full-Time trainees and international medical graduates who are enrolled for a period of 12 or 24 months up-skilling in the Diploma of Australasian College of Dermatologists.
- Part-Time Fee: - is payable by Part-Time Trainees at a 50% rate of full-time the fee

Pro-Rata Program Fee: - is payable by up-skilling IMGs.

Exam fees are one-off fees payable by trainees. They are collected by the College to recover the costs associated with organising exams.

Exam Fees are:

- Pharmacology Exam Fee: Usually payable by trainees in the first year of training
- Fellowship Exam Fee: Usually payable by trainees enrolled in the last year of training and post-training candidates.

Online module fees: are the fees levied for providing access to Diploma of Australasian College of Dermatologists learning materials located on College e-Learning portal for a period of 12 months. There are set fees for individual modules or bundled modules as follows;

- **Clinical Sciences Online (CSO) Module Fees:** A fee for a set of online learning materials for Clinical Sciences and usually payable by trainees enrolled in the first year of training.
- **Other Online Module Fees:** College may levy fees for bundled online materials for a specific topic or a fee for each online module, these fees are payable at the time of module access application.

Training Interruption Fee: This is an administration fee payable by trainees who have been granted 'leave to discontinue training' for a prescribed period. The training interruption fee must be paid prior to commencing the interrupted period and by 31st of January each year.

Post Training Fee: This is an administration fee payable by post-training candidates. The post-training fee must be paid up front and by 31st of January each year.

Late Exam Lodgment Fee: Payable at the time of late lodgment to sit for an exam

Late Payment Fee: All fees that are not paid on the due date will attract a late fee.

Document Request Fee: A fee payable by a trainee requesting to retract a previously submitted document to the College.

Trainee Selection Fee: This is a one-off non-refundable fee payable by an Australian resident applicant and is payable at the time of application to Diploma of Australasian College of Dermatologists.

International Medical Graduate (IMG) Pre-Assessment Fee: This is a one-off non-refundable fee payable by an international medical graduate for a pre-assessment application.

International Medical Graduate (IMG) Assessment Fee: This is a one-off non-refundable fee payable by an international medical graduate who successfully completed a pre-assessment.

International Medical Graduate (IMG) Interview Fee: This is a one-off non-refundable fee payable by an international medical graduate who was invited by the College for an assessment interview.

POLICY

Fee Setting

- The College Board of Directors holds the authority to: determine the types of training fees and training fee classifications and the amount of training fees
- Annual Training Program fees payable by a trainee will be determined according to the study load of a trainee based on the type of employment as a registrar in an accredited training position.
- All training fees within the scope of this policy will be applicable for an annual training year.
- GST is not applicable and will not be applied.
- College will apply fees to trainees for
 - applications by prospective trainees,
 - the Training Program itself;
 - sitting exams;
 - accessing on-line modules;
 - administration of requests by trainees,
 - late payments, and
 - assessing RPL

Fee collecting and administration

- College will provide payment options, as outlined in Training Fee Procedures, for the payment of annual program fees.
- In exceptional circumstances, special payment arrangements may be made for College trainees who are experiencing difficulties with payment. All enquiries and notifications in relation to payment difficulties must be made in a timely manner to College CEO.
- College will maintain an account for each trainee and shall keep this information confidential at all times.

Fee Refunds

- College will make and consider refunds on certain fees

Non-compliance in Fee Payment

College will not tolerate non-payment and penalties will apply:

- Non-payment of annual training fee will result
 - a. Delay in graduation from the training program with equal number of non-payment days, and
 - b. Cancellation of enrollment to the training program.
- Non-payment of an exam fee or an online resources access fee will result in loss of the right to sit for an exam or to access the associated online learning materials, hence will result delays in the awarding of fellowship.
- Non-payment of any administration fee will result in the cancellation of rights attached to the specific administration fee. eg. Non-payment of the 'interruption to training' fee will result in cancellation of the right to enroll in the training program in a subsequent teaching period.
- A trainee whose enrolment in the program, exam attendance or online access is cancelled will retain the fee liability and will not be permitted to re-enroll in a subsequent teaching period until such time as the debt is either paid in full or agreement has been reached between the trainee and the College Chief Executive Officer in regards to the arrangements for repayment. Late payment fees on all overdue accounts will continue to apply.

PROCEDURES

Fee Setting

- The fees will be determined each year in October and the training fee schedule will be advertised on College Website for the following training year.
- According to ATO GST Private Ruling issued to the Australasian College of Dermatologists (dated 13 June 2014), all fees and charges concerning Diploma of Australasian College of Dermatologists are GST free.

Fee Collection and administration

Annual Program Fee Invoicing and Payments

Training program fees will be invoiced annually in December for the following training year and invoices will carry a due date of 31 January.

The invoice will indicate;

- a. *Annual Fee upfront payment option with 5% discount:* if the annual fee is paid on or before 31 January the trainee will pay discounted amount
- b. *Annual fee installment option;* issued invoice will indicate installment amounts and installment due dates. If installment method of payment is elected, the trainee will pay the indicated installment amounts on or before each quarter; 31st of January, 30st of April, 31st of July and 31st of October. College office will email reminder notices two weeks prior to each installment due date. There is no notification requirement of electing installment payments. Late payment fee applies for any installment amount received after the due date.

Fellowship Exam Fees

Pay the exam fee as indicated on the exam application form on or before the exam application due date. No discount is applicable to fellowship exam fee.

Pharmacology Exam Fee

This fee is applicable to first year trainees. Pay the exam fee as indicated on the exam application form on or before the exam application due date. No discount is applicable to pharmacology exam fee. One fee payment covers two pharmacology exam attempts.

First Year Trainees Annual Program Fee & Clinical Sciences Online (CSO) Modules Bundle

College will issue one invoice including an annual program fee and CSO Online Modules fee in the first year of training. This invoice may be paid as follows:

- a. Upfront payment option with 5% discount: if the invoice is paid on or before 31 January the trainee will pay discounted amount
- b. Installment option; issued invoice will indicate installment amounts and installment due dates. If installment payment method is elected, the trainee will pay the indicated installment amounts on or before each quarter; 31st of January, 30st of April, 31st of July and 31st of October. College office will email reminder notices two weeks prior to each installment due date. There is no notification requirement of electing installment payments. Late payment fee applies for any installment amount received after the due date.

Clinical Sciences Online (CSO) Modules

College will not issue a separate invoice for accessing CSO Modules. This fee is payable with first year training fee as indicated in the above bundle option.

Candidate Application Fees

The indicated training application fee is payable at the time of application to the training program.

Trainee Financial Accounts

All invoices issued to a trainee and payments made by the trainee against those invoices will be recorded in the trainee financial account. Trainees will be able to access and view account transactions online when such online services are developed or introduced by the College, or trainees may request a copy of their account from College Accounts Manager.

Payment Options

Payment options, including BPAY, EFT and Cheque payment option details will be provided on the issued invoice. If the payment is made via EFT, the payment reference provided on the issued invoice must be quoted.

Difficulties with Payment

In exceptional circumstances, special payment arrangements may be made for College trainees who are experiencing difficulties with payment. These arrangements will take account of trainee's financial and other circumstances. Written requests for special payment arrangements together with relevant documentation will be considered by the College Chief Executive Officer. Extensions to payments will not normally be granted for periods greater than six months. Extension of payment will be advised in writing and will not be granted automatically. Late payment fees on all overdue accounts will continue to apply.

Fee Refunds

Written refund application requirement

Any refund request must be made in writing to College Chief Executive Officer with relevant documentation.

Training Program Fee Refunds

For trainees already enrolled in the training program; the annual training program fee is refundable before the commencement of a new training year in the following circumstances;

- Approved change of enrollment from full-time to part-time, where 50% of already paid annual fee is refundable
- Approved request to break from training, where annual program fee will be refunded however relevant administration fee will be invoiced

Exam Fee Refunds

The full exam fee is refundable if an exam application is withdrawn before the exam application due date.

Fifty percent (50%) of the exam fee is refundable if the exam application is withdrawn up to 21 days before the exam date.

Online Access Fee Refunds

Online access fees for clinical sciences modules are non-refundable, unless enrollment to College training program is cancelled or retracted.

Refunds for administration fees

All College administration fees are generally non-refundable.

Special Circumstances

In addition to circumstances listed in this policy and procedures under section 6; if the refund request is as a result of exceptional circumstances trainees may apply for a special remission or refund consideration in writing to College Chief Executive Officer. Each application will be assessed on its merits.

Payment of Refunds

Refunds will normally be paid within two weeks from the date of receipt of a written request. Refunds are normally made in the form EFT direct to the trainee. Refunds will be paid only following full payment of any outstanding debts owed to the College, such as late fees.

In the event that the College ceases to operate or is unable to continue delivery of the Diploma of the Australasian College of Dermatologists (training program), the College has mechanisms and assurance providers in place assure its ability to refund all fees and charges to trainees who are enrolled in the program at that time.

Complaints

A trainee who is dissatisfied with a decision made under the operation of this policy and procedures may appeal against the decision according to College Complaints/Grievance Resolution Procedures.