

## **Refund of Membership Fees Policy**

Members have an explicit responsibility to advise the Federation of changes to circumstances that result in a change to the fees payable. Neither the Department of Education, TAFE Commission nor any other employer advises the Federation of adjustments to employment- it is each member's responsibility to advise the Federation of any changes to membership details.

Regardless of method of payment, membership fees continue to be collected until such date as the Federation receives written instruction from the member to cease or change membership.

1. Members are required to notify the Federation of changes to their membership within 28 days. It is preferable, where possible for members to advise us *in writing and in advance* of any known change.
2. Requests for membership category or status changes may be given verbally to membership staff or a Federation Officer. These changes will be confirmed in writing (hard copy or electronic form) to the member.
3. Where a member does not notify the Federation in writing and fees continue to be collected, the member has the capacity to write to the General Secretary requesting a refund. The General Secretary will authorise a refund to the member of overpaid fees for a period of 3 months, or the period of overpayment,, whichever is the lesser

Circumstances in which this provision may apply include, but are not limited to:

- a) Cancellation of membership (in accordance with Federal Rule 17 resignations must be submitted in writing; either hard copy or electronic form are accepted)
- b) Periods of Leave Without Pay
- c) A reduction in hours of employment
- d) Periods of Half-Pay Leave

4. A member affected by this policy who believes that they have exceptional circumstances in respect of failure to notify the federation of any change to their membership status may submit a written case for consideration by the General Secretary.

5. The General Secretary will ensure that correspondence advising of this policy is communicated to all members and that new members of the Federation are also aware of this policy.

6. Consistent with Federal Rule 17 (4a. 4b), members retiring or resigning their membership of the Federation are required to give two weeks notice in writing.

**Executive Decision- 3 November 2015**