



ANNUAL TRAINING FEE POLICY

1. PURPOSE

This policy relates to the annual training fee payable by trainees in the Specialist (FACEM) Training Program of the Australasian College for Emergency Medicine (ACEM/the College).

2. TERMINOLOGY

Annual training fee

The amount payable annually on invoice by trainees for their enrolment and ongoing registration in the FACEM Training Program. Where applicable, 'annual training fee' includes any late lodgement fees.

Enrolment fee

A one-off payment made by an applicant for enrolment or re-enrolment as a trainee in the FACEM Training Program.

3. TRAINING FEES

3.1 Annual Training Fee

Except as otherwise permitted by College regulations or this policy the annual training fee is payable by all trainees in respect of each calendar year (or part thereof) from the time of registering as a trainee until election to Fellowship, resignation or removal from the FACEM Training Program.

- (a) Each year, invoices for payment of the annual training fee for the upcoming training year are raised in November.
- (b) The annual training fee is due for payment on 1 January of each year (refer Regulation B1.4 or G1.4 as applicable).

3.2 Late Fee

Where the annual training fee remains outstanding after 1 February, the trainee will be liable for payment of a late fee (equivalent to 10 per cent of the annual training fee).

3.3 Dismissal for Non-payment of Fees

A trainee who fails to pay the annual training fee by 1 January and/or any associated late payment fees, or portions thereof remain outstanding by 1 April in the year to which the fee(s) relates will be dismissed from the FACEM Training Program without further notice (refer Regulation B2.7.1.2 or G2.6.1.2 as applicable).

3.4 Reinstatement to Training Program

- (a) A trainee dismissed from the FACEM Training Program for non-payment of fees may apply in writing to STAC for reinstatement. Any such application must be received by the College by no later than 31 May in the year to which the account relates.

- (b) Reinstatement will not be considered unless payment of all outstanding fees, plus the reinstatement fee (50 per cent of the annual training fee) accompanies the application for reinstatement.

4. CONCESSIONS

- (a) Pursuant to Regulation B1.4 or G1.4, a trainee who intends to interrupt training for part or all of a training year may apply for a pro-rata concession on the annual training fee.
- (b) The pro-rata concessions approved by the Board for trainees who undertake a period of interruption to training are as follows:

Time of interruption (calendar months)	Concession on Annual Training Fee
12 months	90%
≥9 months and <12 months	65%
≥6 months and <9 months	40%
≥3 months and <6 months	15%
<3 months	No concession

- (c) Applications for a concession must –
- be made via the online portal at the time of submitting an application for interruption to training; and
 - clearly state the basis on which the application is made.
- (d) Any concession granted by the College is specific to the calendar year to which the annual training fee relates and where applicable, a new application made in any subsequent year(s).
- (e) Any concession applied for and which a trainee is entitled to receive pursuant to this policy, shall be treated by the College as a credit to the trainee's account if the account has not been paid or shall be refunded to the trainee if payment has already been rendered.
- (f) Circumstances in which a concession will not be granted include, but are not limited to:
- where a trainee intends to train part-time, regardless of the FTE fraction(s), for the whole of the training year
 - where a trainee has completed the minimum provisional training time required, but has not yet satisfied all other requirements of the provisional training period
 - where a trainee has completed all required training time but has not yet satisfied all requirements for election to fellowship
 - where a trainee has been placed on an interruption to training in accordance with College regulations and associated processes
 - where a trainee has interrupted training due to suspension by an employer or suspension of registration by a regulatory body empowered to do so.

5. FINANCIAL HARDSHIP

- (a) Trainees suffering financial hardship may apply to the College for permission to pay the annual training fee by means of an approved schedule of payments. Such applications must:
- be made in writing to the College;

- reach the College prior to 1 January;
 - include a proposed schedule for payment of the fee; and
 - include payment of the first of the proposed instalments.
- (b) During the currency of a schedule for payment agreed to by the College the late lodgement fee shall be waived and dismissal for non-payment of the annual training fee suspended.
- (c) All payment schedules will require that the full training fee and enrolment fee be paid by not later than 31 October of the year to which the fee(s) relate.
- (c) If a trainee fails to make a payment in accordance with an agreed payment schedule, they have one (1) further opportunity to seek to arrange a revised payment schedule acceptable to the College.

5.1 Conditions of revised payment schedule

- (a) Trainees have up to 14 days from the date of a missed payment to contact the College and arrange a revised payment schedule.
- (b) Should a trainee fail to either pay the overdue instalment or re-negotiate a revised payment schedule in accordance with this policy, they will be placed on a period of Administrative Interruption to Training for three (3) calendar months from the date of the missed payment.
- (c) Any administrative interruption to training implemented under this policy shall not be lifted even if an overdue instalment is paid on a revised payment schedule that is negotiated and will not constitute grounds for any future application(s) under the Colleges *Exceptional Circumstances and Special Consideration Policy*.
- (d) If, at the conclusion of the three (3) month period of administrative interruption to training, the overdue instalment plus any other fees remains outstanding on a revised payment schedule acceptable to the College, the trainee will be removed from FACEM Training Program without further notice in accordance with Regulation B2.7.1.2 or G2.6.1.2, as applicable.

6. SUSPENSION FROM TRAINING

Pursuant to Regulations B1.4 or Regulation G1.4 as applicable, trainees who are suspended from the FACEM Training Program as a result of any suspension, condition or similar event or requirement imposed by an employer or regulatory body, are not eligible for a concession on the annual fee in the calendar year in which they are first suspended from the FACEM Training Program.

Trainees are required to pay a maintenance fee (10% of the annual training fee) in any subsequent year(s) throughout the duration of their suspension from the training program.

7. ASSOCIATED DOCUMENTS

- Regulation B
- Regulation G
- *Exceptional Circumstances and Special Consideration Policy* (TA79)
- *Policy on Former Trainees Applying for Selection into the FACEM Training Program* (TA142)
- *Policy on Procedural Fairness* (COR140)

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Council of Education
Document implementation: Executive Director, Education and Training
Document maintenance: General Manager, Governance and Standards

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Dec-1998	Approved by (the then) Council as regulation 4.12. Subsequently revised in Nov-99, Nov-02, Mar-07, Nov-08, Oct-10 and Jul-14 (the last being consequent upon the governance review only).
v2	Sep-2014	Regulation 4.12 converted into this policy. No substantive changes made.
v3	May-2017	Approved by ACEM Board, including document authorisation revised to sit with the Council of Education and revisions to align with Regulation B2.7.1.
v4	Nov-2018	Revisions to align with Regulation B1.4.
v5	May-2019	Revision to clarify concession not available for an administrative interruption or where suspended by an employer or regulatory body, with effect following approval by ACEM Board in June 2019 of associated regulation.
v6	Apr 2022	Updates to reference revised FACEM Training Program, financial hardship payments and suspended trainees