

Portfolio:	Education	Ref. No.	ETA-SET-028
Team:	Surgical Training		
Title:	Surgical Education and Training (SET) Fee		

1. PURPOSE AND SCOPE

This policy defines the Surgical Training Fees payable to RACS for generic education services to trainees on Surgical Education and Training (SET) program.

2. KEYWORDS

Surgical Education and Training, SET, Faculty of Specialty Training, Specialty Society, fees.

3. BODY OF POLICY

3.1. Background

The pre-fellowship Education program of RACS is funded from training fees and associated fees for skills courses and examinations, and is not subsidised by Fellowship member subscriptions.

Trainees on the SET program will be charged a fee with two components:

3.1.1. RACS SET Fee; and

3.1.2. Specialty SET Fee

3.2. Surgical Education and Training (SET) Fee

3.2.1. The SET Fee is approved by October Council each year and is published on the RACS website.

3.2.2. Trainees in active clinical training for more than 6 months of the training year are invoiced at 100% of the published fee.

3.2.3. Trainees in active clinical training for 6 months or less of the training year are invoiced at 50% of the published fee.

3.2.4. Trainees in accredited surgical research for 6 months or more of the training year are invoiced at 50% of the published fee.

3.2.5. Trainees not in clinical training or accredited research (e.g. on interruption, deferral, exam pending or other) for the full training year are invoiced at 10% of the published full-time training fee.

3.2.6. Fellows of RACS who undertake training conducted by RACS in another specialty must pay the relevant training fee, but are exempted from Fellowship Subscriptions for the period of training.

3.3. Specialty Surgical Educational and Training Fee (SSET)

Refer to the Specialty Surgical Education and Training Fee policy.

3.4. Refunds

3.4.1. Only trainees in clinical rotations or undertaking accredited research who voluntarily withdraw from training before April 1 are entitled to a refund, the refund being 50% of the levied fee. No other trainees are entitled to refunds including those within the scope of 3.4.2 or 3.4.3.

3.4.2. No refund is available to trainees not in clinical training or on unaccredited research (i.e. trainees charged 10% of the full-time training fee).

3.4.3. No refund is available to trainees dismissed from the training program.

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3.5. Instalment Payments

- 3.5.1. Trainees may elect to pay by instalments, on the dates specified on the invoice.
- 3.5.2. Election to pay by instalment must be made by the payment due date on the invoice, and is a commitment to pay all instalments on or by the instalment date.
- 3.5.3. An instalment processing fee of \$250.00 is payable.
- 3.5.4. RACS may refuse the instalment payment plan to trainees with a prior history of failing to pay instalments by the due date. Such trainees will be advised in writing that they are not eligible to pay by instalment prior to invoices being issued.

3.6. Non-payment of Fees

- 3.6.1. RACS will initiate credit management processes where fees (including any Specialty Surgical Education and Training Fee included in the RACS invoice) remain outstanding at the invoice due date and the trainee has not nominated to pay by instalment. Trainees will be notified in writing of a final due date, not less than 10 working days from the original due date.
- 3.6.2. The Specialty Board Chair will be advised of trainees with outstanding invoices.
- 3.6.3. Where fees remain outstanding after the final due date trainees will be automatically dismissed from training.
- 3.6.4. Trainees with an instalment payment outstanding for more than 14 calendar days after the instalment payment date will be automatically dismissed from training.
- 3.6.5. Trainees who are terminated from training for non-payment of fees may be entitled to reapply to surgical training in accordance with RACS Policy on Former Trainees Seeking to Re-apply to Surgical Training.

4. ASSOCIATED DOCUMENTS

Policy: Specialty Surgical Education and Training Fee

5. GLOSSARY

Exam Pending	A trainee who has completed the required clinical rotations of training but has yet to complete the non-clinical elements and/or the Fellowship Examination.
Interruption	A period of leave from the training program. This may also involve leave from the clinical rotation, which is arranged separately by the trainee with the employer.
Deferral	A delay to the commencement of the Surgical Education and Training program
Suspension	A temporary prohibition or exclusion from participation in the SET program
Accredited Research	Research undertaken by a trainee that is recognised by the Board as contributing to the completion of the SET program.

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