

<b>Portfolio:</b>	<b>Education</b>	<b>Ref. No.</b>	<b>FES-PRD-002</b>
<b>Team:</b>	<b>Professional Development</b>		
<b>Title:</b>	<b>Professional Development Fees and Refunds</b>		

## 1. PURPOSE AND SCOPE

This policy relates to the registration fees and refunds for activities administered by the Professional Development (PD) Department.

## 2. KEYWORDS

Professional development, activities, workshops, courses, refund, registration

## 3. BODY OF POLICY

### 3.1. Background

This policy has been formulated to ensure consistency of practice with regard to the processing of PD activity registration fees and refunds.

### 3.2. Registration Fees

- 3.2.1. College Fellows, Trainees and International Medical Graduates will be charged a registration fee based on recovery of the direct costs associated with the implementation of an activity. This fee will be adjusted if the activity receives financial support from an external agency via an educational grant or sponsorship.
- 3.2.2. Non-members of the College will be charged an additional 25% on top of the member registration fee to cover administration overheads.
- 3.2.3. Registrations are not confirmed until payment has been processed and completed. After online registration is completed, a confirmation email with course details is sent to the registrant, followed by a separate email containing the invoice and receipt.

### 3.3. Transfers

Transfers to an alternate course are not possible for paid courses. Applicants are required to withdraw from their original course then enrol in another course. The withdrawal and cancellation policy applies (see 3.4).

### 3.4. Withdrawal and cancellation

- 3.4.1. Withdrawal
  - In the event that an applicant withdraws from a Professional Development activity, the following refund criteria are applied:
    - a. Withdrawal more than 10 weeks prior to course: 95% refund of course fee
    - b. Withdrawal less than 10 weeks prior to course: 50% refund of course fee
    - c. Withdrawal less than 6 weeks prior to course: No refund of course fee
- 3.4.2. Special consideration
  - a. For applicants requesting special consideration, applications will be considered by the Manager of the Professional Development Department owing to extenuating or compassionate circumstances.
  - b. Applications must be made in writing for consideration along with relevant supporting documentation.

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- c. Should special consideration be granted, applicants may be eligible for a 100% refund.

3.4.3. Cancelled courses

If a course is cancelled, or the date or location is changed, the College is not responsible for any costs incurred by the registrant. This includes but is not limited to airfares, accommodation, loss of work or incidentals.

#### 4. ASSOCIATED DOCUMENTS

Sponsorship Policy

Surgeons and Trainees Interactions with Industry position paper

Professional Development Committee Terms of Reference

**Approver** Professional Development and Standards Board  
**Authoriser** Council