

RANZCR FEES POLICY

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The Royal Australian
and New Zealand
College of Radiologists®

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About the College

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit professional organisation for clinical radiologists and radiation oncologists in Australia, New Zealand, and Singapore. RANZCR is a membership organisation led by clinicians who are elected by the membership, with oversight from a Board of Directors.

We are the leaders in medical imaging and cancer care. We enable the best practice of clinical radiology, radiation oncology and associated subspecialty areas through engagement, education, and advocacy; and by supporting clinical excellence. Our Fellows play a critical role in the diagnosis and monitoring of disease, provide interventional treatments and targeted treatments for cancer.

Our evidence-based culture focuses on best practice outcomes for patients and equity of access to high quality care, underpinned by an attitude of compassion and empathy. As an organisation we are committed to diversity and inclusion, and to the training and professional development of our Fellows and Trainees throughout their career. We are dedicated to enhancing the health outcomes of Māori, Aboriginal and Torres Strait Islander peoples and to increasing their participation in the professions of clinical radiology and radiation oncology by ensuring our educational programs support best outcomes for them. This includes a commitment to cultural safety in our organisation, for staff and members.

Purpose

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

Values

Our leadership values underpin all that we do and embody our focus on quality patient outcomes:

Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

Innovation

We constantly strive to reimagine excellence in everything we do.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

INTRODUCTION

1.1 Purpose and Scope

The Royal Australian and New Zealand College of Radiologists (RANZCR) Fees Policy is intended to assist the College members, staff, and stakeholders in understanding the College's management and practices related to the College's fees and associated terms and conditions.

This policy provides:

- (a) an overview of the types of College fees applicable across the College;
- (b) the terms and conditions associated with the payment of fees; and
- (c) information regarding exemptions, waivers and credits that may be applicable to changes in membership status, absence of leave from work, interrupted training or other reasons indicated.

This policy is not applicable to affiliated societies and conjoint committees whose fees are administered via the College. Information regarding the fees related to affiliated societies and conjoint committees can be obtained through those societies and committees directly.

The information in this policy is in alignment with the College's Articles of Association and other existing College policies.

2 DEFINITIONS

Area of Need (AoN) means Area of Need which are the geographical locations determined by state and territory governments, primarily in rural and remote areas, where there is an inability of employers to attract locally trained specialists.

Articles of Association means the document which forms The Royal Australian and New Zealand College of Radiologists' constitution

Associate means a person specified in the Register as an Associate or RANZCR Associate.

Board means the Board of Directors of the College

Break in Practice means a period where a Fellow member may need to take a break in practice for a number of reasons including ill health and parenting. Break in Practice time is classified as six consecutive months or more of leave

CEO means the Chief Executive Officer appointed by the Board of Directors of the Royal Australian and New Zealand College of Radiologists. This definition also includes an interim CEO for the College

College means The Royal Australian and New Zealand College of Radiologists

Delegate means a person attending a conference, workshop or educational event as an attendee, presenter or sponsor/exhibitor

Delegate registration fee means a fee charged to a person who wishes to attend a conference, workshop or educational event

Educational Affiliate means a person specified in the Register as an Educational Affiliate of the College

ePortfolio System or ePortfolio means the online system which serves the purpose of managing a trainees' assessments and progression in the Clinical Radiology Training Program and Radiation Oncology Training Program

Event means a conference, workshop or educational event organised by the College

Fellow means a member admitted to Fellowship of the Royal Australian and New Zealand College of Radiologists in accordance with the Articles of Association and whose membership of the College has not been terminated for any reason

Honorary Fellow means a person specified in the Register as an Honorary Fellow of the College

International Medical Graduate (IMG) means International Medical Graduates who have completed their primary and specialist medical training overseas. IMGs are assessed by the College for comparability to an Australian/New Zealand trained radiologist or radiation oncologist

Interrupted Training Period means a period of time where training may need to be interrupted for a number of reasons including ill health and parenting. Trainees must notify the College in writing of any interruptions to training of six consecutive weeks or more

Life Member means a person specified in the Register as a Life Member of the College

Member means a member of the College as specified under the College's Articles of Association. Fellows, Students and Educational Affiliates are members

Retired Fellow means a Fellow of the College who is no longer engaged in active clinical practice

Membership financial year means the membership financial year of the College, from 1 July to 30 June

Staff member means any person appointed by the CEO or delegate who is working in a permanent, temporary, casual, termed appointment or honorary capacity within the College and for the avoidance of doubt includes contractors, consultants, and other workers at the College, including all personnel associated with third parties

Stakeholders means all committees, office bearers, authorised representatives, individuals, or entities controlled by or interacting with the College. This includes contractors, external organisations and members of College committees who may not be College Members or staff members

Student Member means a person who has been granted student membership in accordance with the Articles of Association. Student Members are also referred to as trainees

Training calendar year means the training calendar year of the College, from 1 January to 31 December

3 ACRONYMS

CPD means Continuing Professional Development

EFT means Electronic Funds Transfer

FTE means Full Time Equivalent

RANZCR means The Royal Australian and New Zealand College of Radiologists

4 COLLEGE FEES

4.1 Annual Membership Subscriptions and Training Fees

- (a) All members, except Honorary Fellows, Life Members and Retired Fellows, must pay an annual membership subscription fee. The General Manager, MESU can upon their discretion waive the membership subscription fee once a member has achieved Life Membership, Honorary fellows, and Retired Fellows.
- (b) All student members must pay an annual training fee and the annual membership subscription fee.
- (c) Annual membership subscription fees are payable in full, in advance of each membership financial year and are due before the first day of the membership financial year (or such other date as the Board may determine from time to time).
- (d) Annual training fees are payable in full each training calendar year and are due within 30 calendar days of the invoice issue date (or such other date as the Board may determine from time to time).

Refer to the **Articles of Association** (Section 4) for further information.

4.2 Entry into Training Fees

- (a) A registration fee is payable for eligible applicants seeking entry into the RANZCR Training Program.
- (b) On acceptance into the RANZCR Training Program, new Student Members will pay a once off enrollment fee payable prior to the commencement of training.

4.3 Examination Fees

Student Members and International Medical Graduates are required to pay examination fees when applying to sit an examination.

Refer to the relevant examination policies available on the [RANZCR website](#) for further information.

4.4 Admission to Fellowship Fee

An Admission to Fellowship Fee is payable when Student Members or International Medical Graduates submit their Fellowship application. The Admission to Fellowship Fee may be paid in instalments approved by the College.

4.5 International Medical Graduate Fees

All International Medical Graduate assessments, including Specialist Recognition and Area of Need assessments, attract an assessment fee that must be paid on submission of an application. Applications are not processed until the application fee has been received.

An Annual Specialist Recognition Pathway Fee may be payable for International Medical Graduates assessed under the 2022 International Medical Graduate Assessment Policy (Australia).

The following may also attract a fee:

- Support for short term training
- Site extension support
- Variation to an Area of Need position

Refer to the [College website](#) for further information.

4.6 Reconsideration, Review and Appeal Fees

An application fee is payable when lodging a Reconsideration, Review or Appeal of Decisions.

Refer to the **Reconsideration, Review and Appeal of Decisions [Policy](#)** for further information.

4.7 Reinstatement Fees

A reinstatement fee will be payable for any member whose membership has expired or has been withdrawn.

This fee is payable at the time of the reinstatement.

The College, at its discretion, may apply a waiver of the above fee in some cases.

4.8 Event Fees

The College organises several conferences, workshops, and educational events for its members.

- (a) Events normally attract a delegate registration fee that must be paid on registering for the event. Registrations are not considered to be finalised until the registration fee has been received and processed.
- (b) From time to time, delegates may be required to pay only a small percentage of the delegate fee at the time of registration to secure their place at the event, with the remainder of the fee to be invoiced by the College at a later date. Payment of the remaining registration fee is due within 30 calendar days of the invoice issue date, and failure to pay within this timeframe will result in the loss of the delegate's place at the event.

Refer to the terms and conditions for a specific event for further information.

4.9 Area of Needs (AoN) Site Accreditation Fees

Under the College's IMG Assessment Program, AoN sites may be accredited to upskill IMGs. Sites that wish to take part in this program will be required to submit an application and pay the AoN application fee.

Refer to the **Area of Need Site Accreditation Standards** and the [College website](#) for further information.

4.10 Accreditation Fees

Under the Quality and Accreditation Program, the College provides quality control and quality assurance activities for diagnostic imaging i.e., the Mammography Quality Assurance Program and MRI Quality Program.

Sites that wish to take part in these programs are required to pay an application fee.

Refer to the [College website](#) for further information.

4.11 Recognition of Prior Learning Fees

The College may apply an administrative fee associated with the processing of an application for Recognition of Prior Learning. This fee must be paid by the Applicant prior to the application being assessed by the RANZCR Clinical Radiology Education and Training Committee or the Radiation Oncology Education and Training Committee (and/or their delegated bodies/committees). Trainees applying for Recognition of Prior Learning will be notified of the fee amount.

For information about applying for recognition of prior learning, refer to the **Recognition of Prior Learning Policy**.

5 EXEMPTIONS, REFUNDS, CREDITS AND PRO RATA FEES

5.1 Break in Practice and Interrupted Training

5.1.1 Fellows and Educational Affiliates

- (a) Members who take a Break in Practice for a period of 6-12 months, taken at any one time, are eligible to receive, on request, a reduced prorated membership subscription fee, upon notification. Notification should be given prior to or within 90 calendar days from the commencement date of a Break in Practice and should include the start date and if known, the return date. If the expected return date changes but is within 15 calendar days of the original date, no further adjustment will be made. An administration fee may be charged by the College for processing both refunds and credits. The College will continue to communicate, inform, and advocate on their behalf.
- (b) Members on Break in Practice must submit their pro rata CPD points. For further information please contact members@ranzcr.edu.au and include the following details as outlined in the Clinical Radiology and Radiation Oncology CPD Handbooks:
 - The reason for requesting exemption (for example maternity leave, parental leave, or sick leave).
 - The start and if known, the return date of the period for which an exemption is being requested.
 - Any other information relevant to the decision-making process.
- (c) To apply for Break in Practice, Members are required to email the College, providing evidence of their leave and intended date of return to practice to members@ranzcr.edu.au.

5.1.2 Student Members

- (a) Student Members must submit all requests for interrupted training through the ePortfolio System, for approval.
- (b) Student Members who are approved for an interrupted training period are eligible to receive a reduced rate for their annual membership subscription fee on a pro-rata basis.
- (c) Student Members who are approved for an interrupted training period are also eligible to receive a reduced rate of their annual training fee on a pro-rata basis.
- (d) Fees already paid may be credited or refunded on a pro-rata basis after receipt of a request for a refund or credit. A request for a refund or credit can only be made prior to or within 90 calendar days from the date of College approval of an interrupted training period. An administration fee may be charged by the College for processing both refunds and credits.

For information about interrupted training outside of payment of fees, refer to the **Interrupted and Part-Time Training Policy**.

5.2 Part Time

5.2.1 Fellows and Educational Affiliates

- (a) Fellows and Educational Affiliates who practise part time are entitled to a reduced pro-rated annual membership subscription fee, provided they inform the College in writing of their part time status and start date within 90 calendar days of commencement of new work status.
- (b) Part time Fellows and Educational Affiliates who commence full time practice part way through the membership financial year must inform the College in writing of their updated full-time status and start date within 90 calendar days of commencement of new work status and will be required to pay a prorated rate of the full membership subscription fee.
- (c) To calculate fees for Fellows and Educational Affiliates, "Part time" is capped at 20 hours (not more than five sessions) per week. Members practising the above are required to pay the full annual membership subscription fee.

5.2.2 Student Members

- (a) Student Members who train part time are entitled to a reduced rate of their annual membership subscription fee and annual training fee.
- (b) Student Members must submit all requests for a change to their FTE training status (full time/part time) through the ePortfolio System to be eligible for a reduced rate of fees.
- (c) Part-time Student Members who commence full-time training part way through the membership financial year/training calendar year will be required to pay a prorated rate of the full annual membership subscription fee and annual training fee.
- (d) Fees already paid may be credited or refunded on a pro-rata basis after receipt of a request for a refund or credit. A request for a refund or credit can only be made prior to or within 90 calendar days from the date of College approval of an FTE change of status request. An administration fee may be charged by the College for processing both refunds and credits.
- (e) To calculate fees for Student Members, "part time" is capped at 0.65 FTE. Any Student Member training at more than 0.65 FTE is required to pay the full annual membership subscription fee and annual training fee.

For information about part-time training outside of payment of fees, refer to the **Interrupted and Part-Time Training Policy**.

5.3 Progression from Student Member to Fellow

Student Members who complete their training part way through the training calendar year:

- (a) May be eligible for a pro-rated refund or credit of their annual training fee if they have paid for more than five years of training fees.
- (b) Will be required to pay a pro-rated rate of the Fellow annual membership subscription fee after crediting the corresponding student rate of the annual membership subscription fee already charged.

5.4 New Members

- (a) New Student Members who start training part way through the membership financial year/training calendar year will be required to pay a prorated rate of the full annual membership subscription fee and annual training fee.
- (b) New Educational Affiliates whose membership commences part way through the membership financial year will be required to pay a pro-rated rate of the full annual membership subscription fee.
- (c) International Medical Graduates who are admitted to Fellowship part way through the membership financial year will be required to pay a pro-rated rate of the full annual membership subscription fee.

5.5 RANZCR Associate Fees

RANZCR Associates whose subscription commences part way through the financial year will be required to pay a pro-rated rate of the full annual subscription fee. Please refer to [RANZCR Associate subscription policy](#) for more information.

5.6 Examination Fees

Candidates who withdraw from an examination may be entitled to receive a refund or credit of part or all of the examination fee, less any administrative fee as approved by the Board.

Refer to the relevant examination policies available on the [RANZCR website](#) for further information.

5.7 Withdrawal of Training

Student Members who voluntarily withdraw from training or are withdrawn from training by the College as outlined in the relevant RANZCR Withdrawal from Training Policy may be eligible to receive, on request, a refund or credit of their annual membership subscription fee and annual training fee on a pro-rata basis. A request for a refund or credit can only be made prior to or within 30 calendar days from the date of withdrawal.

5.8 International Medical Graduate Fees

International Medical Graduates who withdraw from an assessment may be entitled to receive a refund or credit of part of the assessment fee.

Refer to the IMG section of the [College website](#) for further information.

5.9 Overseas Membership

Fellows not practising in Australia or New Zealand may be entitled to a reduced pro-rated membership fee within 90 days of notification of change of residence. Notification should be given prior to or within 90 calendar days from the date of a change of residence and should include the date the change of residence occurred. (This does not apply to Educational Affiliates, refer to the **Articles of Association**, available on the College website for further information).

5.10 Event Fees

Delegates who cancel their place at a College event may be entitled to receive a refund or credit of part or all of the delegate registration fee.

Refer to the terms and conditions for a specific event for further information.

5.11 Accreditation Fees

Application fees for the College's quality control and quality assurance activities are non-refundable once the application process has been initiated.

A credit for the application fee may be accepted if the site has not commenced the application process.

5.12 Payment of Refunds and Credits

- a) Authorisation of any pro-rated refund or credit is at the discretion of the Unit General Manager.
- b) Pro-rated refunds or credits are calculated in accordance with the College fee schedule.

5.13 Exemptions

From time to time, Members may experience personal circumstances that affect their ability to pay their fees in full by the specified due date. In these circumstances, Members may submit a written

request to members@ranzcr.edu.au outlining their circumstances for consideration by the College's Chief Executive Officer or their delegate.

There are certain circumstances under which members are exempt from paying part or all of the annual membership subscription fee. Refer to the **Articles of Association** (Section 4) available on the College website for further information.

6 PAYMENT METHODS

Payments can be made online through the College website or via EFT (remittance advice required).

7 REFERENCES

Articles of Association

International Medical Graduate Assessment Policy (Australia)

[RANZCR Associate subscription Policy](#)

Area of Need Site Accreditation Standards (Clinical Radiology)

Area of Need Site Accreditation Standards (Radiation Oncology)

Recognition of Prior Learning Policy

Withdrawal from Training Policy

Interrupted and Part-Time Training Policy

Reconsideration, Review and Appeal of Decisions Policy