

Document Information

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Related Policies:	Special Consideration Policy
Policy Replaces:	All previous policies and guidelines relating to refunds of College fees

1. Purpose and scope

To provide guidance on the issuing of refunds for College subscriptions and enrolment in courses and examinations.

2. Background

Glossary:

The College	Royal Australasian College of Dental Surgeons
Subscription	The process of signing up to access the College's resources, including communications and the online Learning Management System (in progress)
Assessment	The process of assessing a candidate's eligibility for a College examination or activity
Enrolment	The process of signing up to participate in or undertake a specific College activity, including programs or examinations which may lead to the award of Membership or Fellowship
SST Course	Surgical Science and Training Course

Fees are applicable to all applications within the College and reflect the cost of processing the application and administering the relevant program or examination. However, it is understood that a candidate's circumstances may change following a completed application. Partial refunds are permitted for certain categories depending on the timeframe in which a refund request is received.

All cancellations or withdrawals must be made to the College in writing. Requests for refunds should be submitted on the Refund Form (GEN04).

General

Subscription to the College

Non Refundable

Fellowship in General Dental Practice

Primary Examination Orientation Course

- ✦ 75% refund – If a candidate withdraws more than 30 days prior to commencement date of course
- ✦ 50% refund – If a candidate withdraws less than 30 days (and more than seven (7) days) prior to commencement date of course
- ✦ 0% refund – If a candidate withdraws less than or equal to seven (7) days prior to commencement of course

The fee for the subject notes (if received before cancellation) and bank draft fees will be subtracted from the refund.

Primary Examination

- ✦ 50% refund – If a candidate withdraws more than 60 days prior to commencement date of examination
- ✦ 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination
- ✦ 0% refund – if a candidate withdraws less than or equal to 30 days prior to commencement date of examination

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy.

Exemption Application

Exemption Fee is payable on application. If unsuccessful, 60% of the application fee will be refunded.

Final Examination Workshop

- ✦ 75% refund – If a candidate withdraws more than 30 days prior to commencement date of course
- ✦ 50% refund – If a candidate withdraws less than 30 days (and more than seven (7) days) prior to commencement date of course
- ✦ 0% refund – If a candidate withdraws less than or equal to seven (7) days prior to commencement of course

Final Examination (GDP)

- ✦ 50% refund – If a candidate withdraws more than 60 days prior to commencement date of examination
- ✦ 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination
- ✦ 0% refund – If a candidate withdraws less than or equal to 30 days prior to examination

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy.

External Course Provider Fees

Where the College facilitates or participates in a course run by an external provider, the fees and any consideration of refunds will be the responsibility of the external provider.

College-Provided Course Fees

- ✦ 75% refund – If a candidate cancels more than 30 days prior to the course
- ✦ 50% refund – If a candidate cancels less than 30 days prior to the course
- ✦ 0% refund – If a candidate cancels less or equal to seven (7) days week prior to the course or fails to attend

MRACDS (GDP) Program Enrolment Fees

- ✦ 75% refund – If a candidate lodges a notice of discontinuation of the Program before 1 June
- ✦ 50% refund – If a candidate lodges a notice of discontinuation of the Program after 1 June and before 1 September
- ✦ 0% refund – If a candidate lodges a notice of discontinuation of the Program after 1 September

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy.

[Membership and Fellowship in Specialist Dental Practice](#)

Assessment of Eligibility to present for Membership or Fellowship Examination

Non Refundable

College Membership and Fellowship Examination Enrolment Fees

- ✦ 75% refund – If a candidate's case reports are marked as failed prior to the examination
- ✦ 0% refund – if a candidate withdraws at any time after enrolling

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy.

Conjoint Membership Examination Enrolment Fees

Non refundable

[Fellowship in the Specialty of Oral & Maxillofacial Surgery](#)

Selection Interviews

- ✦ 75 % refund - if candidate withdraws more than 45 days prior to commencement date of course
- ✦ 50 % refund - if candidate withdraws within 45 days prior to commencement date of course
- ✦ 0 % refund - if candidate withdraws less than or equal to 14 days prior to commencement of course

SST Course

- ✦ 75 % refund - if candidate withdraws more than 30 days prior to commencement date of course
- ✦ 50 % refund - if candidate withdraws less than 30 days prior to commencement date of course
- ✦ 0 % refund - if candidate withdraws less than or equal to seven (7) days prior to commencement of course

SST Examination

- ✦ 50% refund – If a candidate withdraws more than 60 days prior to commencement date of examination
- ✦ 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination
- ✦ 0% refund – If a candidate withdraws less than or equal to 30 days prior to examination

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy

Final Examination (OMS)

- ✦ 50% refund – If a candidate withdraws more than 60 days prior to commencement date of examination
- ✦ 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination
- ✦ 0% refund – If a candidate withdraws less than or equal to 30 days prior to examination

A refund of fees may also be available under certain circumstances as per the College's Special Consideration Policy.