Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease

REFUND POLICY

MAY 2026

Document Information

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Authoriser	CEO
Approved	Finance, Audit and Risk Committee
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Related documents/policies	

Purpose

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

Background

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).

In an event that an item is not sufficiently covered under this refund policy, such matter will be directed to the CEO for determination and approval.

Definitions

RACDS / the College	the Royal Australasian College of Dental Surgeons
Affiliate Membership	Affiliate Membership provides access to a range of the same membership benefits provided to our Fellows and Members such as Continuing Professional Development (CPD), reduced course fees, and more. An Affiliate Member can display their membership of RACDS as 'Affiliate of RACDS'.
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

Policy Statement

1. GENERAL

1.1. Affiliate Membership

a) Non-Refundable

2. FELLOWSHIP IN GENERAL DENTAL PRACTICE

2.1. Primary Dental Sciences Preparation Course

a) 75% refund – If a candidate withdraws more than or equal to 30 days prior to commencement date of course

b) 50% refund – If a candidate withdraws less than 30 days and more than seven (7) days prior to commencement date of course

c) 0% refund – If a candidate withdraws less than or equal to seven (7) days prior to commencement of course

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

2.2. Primary Dental Sciences Examination

a) 50% refund – If a candidate withdraws more than or equal to 60 days prior to commencement date of examination

b) 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination

c) 0% refund – if a candidate withdraws less than or equal to 30 days prior to commencement date of examination

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

2.3. Exemption Application

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

2.4. Preparation for Fellowship Success

a) 75% refund – If a candidate withdraws more than or equal to 30 days prior to commencement date of course

b) 50% refund – If a candidate withdraws less than 30 days (and more than seven (7) days) prior to commencement date of course

c) 0% refund – If a candidate withdraws less than or equal to seven (7) days prior to commencement of course

2.5. Fellowship Examination (GDP)

a) 50% refund – If a candidate withdraws more than or equal to 60 days prior to commencement date of examination

b) 25% refund – If a candidate withdraws less than 60 days (and more than 30 days) prior to commencement date of examination

c) 0% refund – If a candidate withdraws less than or equal to 30 days prior to examination

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

3. MEMBERSHIP IN GENERAL DENTAL PRACTICE

3.1. Program Enrolment Fees

a) 75% refund – If a candidate lodges a notice of discontinuation of the Program before the commencement date of Assessment Round 2

b) 50% refund – If a candidate lodges a notice of discontinuation of the Program after the commencement date of Assessment Round 2 and before the commencement date of Assessment Round 3

c) 0% refund – If a candidate lodges a notice of discontinuation of the Program after the commencement date of Assessment Round 3

3.2. Other Associated Fees

a) 75% refund – If a candidate cancels more than or equal to 30 days prior to the course and/or exam

b) 50% refund – If a candidate cancels less than 30 days prior to the course and/or exam and more than 7 days

c) 0% refund – If a candidate cancels less or equal to seven (7) days prior to the course and/or exam, or fails to attend

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

4. MEMBERSHIP AND FELLOWSHIP IN SPECIALIST DENTAL PRACTICE

4.1. Assessment of Eligibility to present for Membership or Fellowship Examination

a) Non-refundable

4.2. College Membership and Fellowship Examination Enrolment Fees

a) 75% refund – If a candidate's case reports are marked as failed prior to the examination.

b) 0% refund – if a candidate withdraws at any time after enrolling.

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

4.3. Conjoint Membership Examination Enrolment Fees

a) Non-refundable

4.4. Qualification Pathway Application Fees

a) 75% refund if an application is declined.

5. ACCREDITED TRAINING PROGRAM FELLOWSHIP IN ORAL AND MAXILLOFACIAL SURGERY, ORAL MEDICINE, PAEDIATRIC DENTISTRY AND SPECIAL NEEDS DENTISTRY

5.1. Selection

5.1.1. Application for Eligibility for Selection for a Training Position

a) Full refund less a 10% administration fee if applicant withdraws before the closing date for submission of application.

b) No refund if applicant withdraws after the closing date for submission of application or is deemed ineligible after application is assessed.

5.2. Training

a) Full refund less a 10% administration fee if trainee withdraws before closing date for submission of annual registration.

b) Fifty percent (50%) refund if trainee withdraws on or before 15th of August.

c) No refund if trainee withdraws after 15th of August.

5.3. Examinations

5.3.1. Registration for Foundation Examination

a) Full refund less a 10% administration fee if candidate withdraws before closing date for registration.

b) Fifty percent (50%) refund if candidate withdraws at least 14 days prior to the written examination.

c) No refund if candidate withdraws less than 14 days prior to the written examination.

5.3.2. Application for Assessment of Eligibility for Fellowship Examination (OMS Only)

a) Full refund less a 10% administration fee if applicant withdraws before the closing date for submission of application.

b) No refund if applicant withdraws after the closing date for submission of application or is deemed ineligible after application is assessed.

5.3.3. Registration for Fellowship Examination

a) Full refund less a 10% administration fee if candidate withdraws before closing date for registration.

b) Fifty percent (50%) refund if candidate withdraws at least 14 days prior to the written examination.

c) No refund if candidate withdraws less than 14 days prior to the written examination.

5.4. Specialist International Medical Graduates (OMS Only)

5.4.1. Application for Specialist Recognition Assessment (Australia)

a) Full refund less a 10% administration fee if applicant withdraws before assessment of application (i.e., document review).

b) Fifty percent (50%) refund if applicant withdraws before release of interim assessment outcome.

c) No refund if applicant withdraws after release of interim assessment outcome.

5.4.2. Application for Short-Term Training Assessment (Australia)

a) Full refund less a 10% administration fee if applicant withdraws before assessment of application.

b) No refund if applicant withdraws after assessment of application.

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

6. OTHER COLLEGE PROVIDED COURSES, ASSESSMENT OR EXAMINATION FEES

a) 75% refund – If a candidate cancels more than or equal to 30 days prior to the course, assessment or exam

b) 50% refund – If a candidate cancels less than 30 days prior to the course, assessment or exam and more than 7 days

c) 0% refund – If a candidate cancels less or equal to seven (7) days prior to the course, assessment or exam or fails to attend

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