

Training and Associated Fees Policy

Purpose and Scope

The purpose of this policy is to outline the fees required by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) for its training programs and Specialist International Medical Graduates pathways.

1. Policy

Training programs or pathways covered by this policy are as follows:

- Membership/Fellowship Training (FRANZCOG)
- Subspecialty Training (CREI, CMFM, COGU, CU, CGO)
- Specialist International Medical Graduate pathways (SIMG)
- Certificate of Women's Health (CWH)
- RANZCOG Associate Training Program (Procedural) (PTP)
- RANZCOG Associate Training Program (Advanced Procedural) (APTP)

2. Procedure

2.1. Membership/Fellowship Training (FRANZCOG)

All trainees, regardless of whether training full-time or part-time, must pay the full Annual Training Fee to the Finance Department of the College by 31 January of each year unless specifically designated elsewhere in this policy.

Trainees who take Extended Leave or Research Leave may be eligible for a partial reduction or refund of the Annual Training Fee. Part-time trainees are not eligible for a reduction in their Annual Training Fee.

From 31 January 2023, trainees who are prospectively approved to train full-time can choose to pay in up to a maximum of four (4) instalments by direct debit at set times during the year.

2.1.1. *Extended Leave*

Trainees who take Extended Leave of Absence or Research Leave must remain on the Register of Trainees and, where leave is taken for an entire training year, are required to pay 25% of the Annual Training Fee to the Finance Department at College by 31 January of that year.

Rates payable will be charged according to time in training in the relevant training year.

Where a trainee, due to an approved period(s) of Extended Leave of Absence, trains for:

- 0 weeks 25% of the Annual Training Fee
- 1 – 26 weeks (FTE) – 50% of the Annual Training Fee
- 27 - 39 weeks (FTE) - 75% of the Annual Training Fee
- 40 – 52 weeks (FTE) – 100% of the Annual Training Fee

This refund shall be paid by the College following the conclusion of the applicable training year. At the discretion of the College Finance Department, refunds may be applied as a credit to the following year's training fee.

2.1.2. *Assessment of Fees to be paid*

- Rates payable for periods of training twenty-six (26) weeks or less be confirmed at the commencement of training period subject to approval of Prospective Approval of Extended Leave by 31 January.

Rates payable for periods of training twenty-seven (27) weeks or greater be confirmed at the end of the training period and the relevant amount be refunded at the trainee's request, for the current training year only.

2.1.3. *Elevation of Fellowship*

Where a trainee has, due to their date of elevation to Fellowship, trained for less than twenty-six (26) weeks (FTE) in the first half of a training year, the trainee may apply to receive a refund of 50% of the Annual Training Fee for that year. This refund shall be paid by the College following the trainee's elevation to Fellowship.

2.2. Subspecialty Training (CREI, CMFM, COGU, CU, CGO)

All trainees, regardless of whether training full-time or part-time, must pay the full Annual Training Fee to the Finance Department of the College by 31 January of each year unless specifically designated elsewhere in this policy. Trainees who do not submit a registration form and/or pay the annual training fee by 31 January of each year will be regarded by the College as unregistered and/or unfinancial. Training undertaken while unregistered and/or unfinancial will not be credited even if prospective approval of training has been obtained, see 2.7 of this policy.

2.2.1. *Extended Leave*

Trainees who take Extended Leave of Absence must remain on the Register of Trainees and, where leave is taken for an entire training year, are required to pay 25% of the Training Fee by 31 January of that year.

Where a trainee has, due to an approved period(s) of Extended Leave of Absence, trained for less than twenty-three (23) weeks (FTE) in a training year, the trainee may apply to receive a refund of 33% of the Training Fee for that year. This refund shall be paid by the College following the conclusion of the training year.

2.2.2. *Certification*

Applicants for subspecialty Certification must complete all administrative requirements, including completion of relevant documents and payment of any necessary fees.

2.3. Specialist International Medical Graduates pathways

Fees are required to be paid periodically during a person's time on the SIMG pathway; these include:

- Application fee
- Interview fee
- Annual fees
- Elevation to Fellowship and/or Certification of a Subspecialty
- Other fees as may be required on the SIMG pathway, including examination fees.

Where a fee is required, it must be paid following the relevant regulations or policies. No actions will be taken by RANZCOG until such fees are paid.

2.4. Certificate of Women's Health

The initial training fee is payable at the time of lodging the registration/prospective approval of training form. Registration/prospective approval of training forms which are not accompanied by the fee payment will not be processed.

Trainees registered prior to January 2017 will be required to pay training fee; the College will invoice the trainee at the commencement of each subsequent year of training.

Trainees who remain in arrears with their training fee will be ineligible to sit the CWH Written Examination. Trainees who remain in arrears with their training fee will not receive their CWH qualification until such time as the overdue amount is paid.

2.5. RANZCOG Associate Training Programs (Procedural) (PTP) and (Advanced Procedural) (AFTP)

The initial training fee is payable at the time of lodging the registration/prospective approval of training form. Registration/prospective approval of training forms which are not accompanied by the fee payment will not be processed.

Trainees registered prior to January 2017 will be required to pay training fee; the College will invoice the trainee at the commencement of each subsequent year of training.

Trainees who remain in arrears with their training fee will not be eligible to sit the PTP Written and/or AFTP Oral Examination. Trainees who remain in arrears with their training fee by the time they satisfactorily complete training will not receive the PTP or AFTP qualification until such time as the overdue amount is paid.

2.6. Examination fees

2.6.1. *Withdrawal fee*

Where an applicant needs to withdraw from an examination within the prescribed timeframes, in applicable Regulations, they may be eligible for a full or partial refund. Relevant Regulations to determine eligibility.

2.6.2. *Examination Fees*

Examination fees, once paid to the College, may be refunded in accordance with the relevant Regulations and policies and will not be credited against future applications unless the candidate can show cause to the satisfaction of the Examination and Assessment Committee that exceptional circumstances prevail.

Payment of the full examination fee is required within seven (7) days from the date of College's notice of acceptance of the candidate's examination application to sit an examination.

2.7. Unfinancial Trainees

2.7.1. *Member and Fellowship Annual Training Fees*

Trainees who do not pay the Annual Training Fee by 31 January of each year as required will be regarded by the College as unfinancial. Training time undertaken while unfinancial will not be credited, even if prospective approval of training has been obtained.

2.7.2. *Outcomes for Unfinancial Member and Fellowship and Subspecialty Trainees*

Those trainees who become categorised as unfinancial will:

- not be eligible to sit the FRANZCOG Written and/or Oral Examination, nor will credit be given for any required component of the FRANZCOG Training Program undertaken and/or completed during a period in which a trainee was unfinancial.
- not eligible to sit any RANZCOG examination(s), nor will credit be given for any component of the relevant subspecialty training program undertaken and/or completed during a period in which a trainee was unregistered and/or unfinancial.
- not be permitted to resume training until such time as all outstanding monies are paid to the College.

2.8. Refund Applications

A refund can be applied for once the corresponding application has been approved. Applications need to be submitted to the applicable RANZCOG team to be assessed.

2.8.1. *Extended Leave*

Application for refund of the annual training fee for extended leave period must be made within twelve (12) months from the date of return to work.

2.8.2. *Certifications*

Application for refunds of the annual training fees must be made prior to 1 July of the following year.

3. Related RANZCOG documents

- RANZCOG Regulation
- RANZCOG Website for published fees
- Exceptional Circumstances and Special Consideration Policy and Procedure
- Reconsideration, Review and Appeal Decisions Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
Version 1	November 2022	Extract from regulation
Version 2	April 2023	Insertion of due date for claiming refunds
Version 3	January 2024	Insertion of due date for claiming refunds Policy revised to reflect change in nomenclature

Policy Version:	Version 3
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