

Refund Policy

1. Purpose of Policy

- 1.1 The following policy has been adopted by ASU Vic/Tas Branch Executive regarding credits/refunds of membership dues when members resign or retire.

2. Commencement of Policy

- 2.1 This Policy will commence from 1st December 2020. It replaces all other policies of The Branch (whether written or not).

3. Application of the Policy

- 3.1 The Branch Secretary will ensure that correspondence to new members of the Branch will include specific reference to this policy.

4. Definitions

- 4.1 Members are required to notify the branch in writing when their circumstances change such that the change would affect the amount, they pay to the branch in membership fees. Notice of the change is required within 28 days of the change occurring but it is preferred that members advise us in advance of any change.
- 4.2 Where a member does not notify the branch in writing prior to the change, and fees continue to be collected as if the change had not occurred, the member can write to the Branch Secretary requesting a refund. The Branch Secretary may authorise a refund to the member of the amount of fees overpaid in the preceding 28 days, or the full overpayment, whichever is the lesser.

Circumstances in which this provision may apply include, but are not limited to:

- a) cancellation of membership (in accordance with ASU Rule 18, resignations must be submitted in writing, either hard copy or electronic forms are accepted)
 - b) periods of leave without pay.
 - c) a reduction in hours of employment
 - d) periods of half-pay leave.
- 4.3 A member affected by this policy who believes that they have exceptional circumstances (in respect of failure to notify the branch of a relevant change to their circumstances) may submit a written case to the branch for a refund of an overpaid amount greater than provided for in item 4.2 above. The member's case will be submitted for consideration by Branch Executive which will decide whether exceptional circumstances exist and if so an appropriate amount to refund the member in the circumstances.

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