

Member Refund Policy

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Approval Date:	25 August 2020
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Summary:	The purpose of this policy is provide clarity regarding when a member is entitled to a refund of membership fees levied to the Union, the amount they are entitled to be refunded.
Contact:	Branch Secretary
Applies To:	Officers, Staff, Members
Related Documents:	Rules of the Independent Education Union of Australia
Review Date	August 2022

1: Relevant IEUA WA Values

1.1: Integrity – We will do the right thing in a reliable way.

1.2: Social Justice – We are committed to a fair and just society in which all citizens are treated impartially and equitably, actively ensuring that they are free of bullying, harassment or victimisation.

1.3: Collectivism – There is strength in numbers and we emphasise collective rather than individual action as a means of ensuring the advancement of members professionally, economically, socially and within their workplace.

2: Policy Statement

2.1: The purpose of this policy is provide clarity regarding when a member is entitled to a refund of membership fees levied to the Union, the amount they are entitled to be refunded.

2.2: Membership fees are agreed to by members upon joining the Union, and enable the Union to further their and provide them with the benefits of membership. Financial members have access to all benefits of membership, and as such, refunds to those who have had access to such benefits are to be the exception rather the rule.

3: Refunds Related to Resignation

3.1: If a member wishes to resign from the Union, their resignation will be processed in accordance with Rule 21(b) (ii) of the Rules of the Independent Education Union of Australia, and will take effect either two weeks from the receipt or written notice or on a date specified in the notice, whichever is later.

3.2: A member is only entitled to a refund for any membership dues paid in advance from the date of resignation or exceptional circumstances as determined by the Branch Secretary.

3.3: A member will not be provided refunds for assistance or advice provided that the member does not agree to or is dissatisfied with.

3.4: If a member fails to advise the Branch in writing of their wish to resign and further fees are deducted via debit/credit card, no refund is to be given. The member has in this time had the opportunity to utilise all benefits and services that accompany membership to the Union.

4: Refunds Related to Hardship

4.1: Further refunds may be available in instances of pronounced financial hardship. For a member to receive a refund on this basis, the member must make an application in writing describing the nature of the financial hardship.

4.2: Refunds related to hardship are subject to the approval of the Branch Secretary. The maximum obtainable refund under such circumstances would be the equivalent of three months' membership fees.

5: Refunds Related to Changes in Employment Circumstances

5.1: It is a member's responsibility to inform the Union of any changes in their employment circumstances. Therefore any changes to their membership will be effective from the date the written notification of a change or resignation is received.

5.2: If a member fails to inform the Branch about changes in their employment circumstances, such as a change in hours, change in role or commencement of parental leave, which results in lesser dues to the Union, no refund will apply. However, on request up to three months excess overpayment of fees may be credited to the member's account as a prepayment for future fees.

5.3: A member's status may be changed to the leave rate/unemployed for \$2.00 per week if the member is on unpaid parental leave, unpaid sick leave, unpaid workers compensation, LWOP or is still looking for work in the sector.