

ESSA Accreditation and Membership Financial Terms and Conditions

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Membership and Accreditation Fees – General Information

- Accreditation and membership fees are calculated on an annual calendar year basis (1 January – 31 December).
- Accreditation and/or membership is valid until 31 December each year if full fees are paid.
- Accreditation and/or membership is only valid once fees are paid and finalised by ESSA or a fee instalment plan is finalised and executed.
- Pro-rata fees are issued upon approval of an accreditation or membership application, or reinstatement application, that occurs part-way through the year, and is calculated based on the month of approval.
- Once an accreditation and/or membership application is approved, if fees remain outstanding beyond 14-days of the invoice date, ESSA reserves the right to withdraw the accreditation and/or membership application. In this case, the applicant will need to reapply.
- A credit for fees may be issued where a membership fee discount or leave of absence is processed after the annual fees have been paid. Credits expire within two years of the issue date.
- Fees are non-refundable, regardless of whether member benefits are utilised throughout the year.
- Annual fees are reviewed and finalised each year by the ESSA National Board.

Accredited Members and Accredited Non-Members

Membership and accreditation fees cover the operational costs of ESSA. When membership and accreditation are selected, a discounted accreditation fee applies as the operating costs are dispersed between both fees. Accredited non-members will be charged the full accreditation fee but can access a fee discount by becoming an ESSA member.

Renewals

- Renewal fees are issued based on the previous year's accreditation and membership status. If an accredited professional or member requests a change to their membership and/or accreditation type following the renewal invoice being issued, they are to contact ESSA prior to the payment due date of 31 January for any fee adjustments.
- Annual fees can be paid in full, or via quarterly instalments.
- Payment of renewal fees or registration for quarterly instalments is required by 31 January each year.
- A grace period may be provided, however, failure to pay the renewal fees by the end of the grace period will result in accreditation and/or membership lapsing. Medicare and other compensable schemes will be notified of lapsed professionals, and as a result their provider status (if applicable) will be made inactive.

Quarterly Instalment Payments

- Fees paid via quarterly instalments are non-refundable.
- Instalments are processed four times per year (February, April, July and October).
- No additional fees are incurred when choosing to pay via instalments.

- Registration for the instalment option is required prior to 31 January when renewing. Failure to do so may result in accreditation/membership lapsing.
- Registration for the instalment option must be completed at the time of joining if commencing membership and/or accreditation or reinstating part-way through the year.
- If a leave of absence is taken part-way through a quarter, credit may be issued for future billing where the instalment quarter is more than the pro-rated fees. The credit is only valid for two years from the date of issue.
- It is the responsibility of the professional to ensure payment details are valid prior to each instalment processing date.
- Failed instalment payments will be attempted a further two times. Notification of failed payments occur via email. After 3 unsuccessful attempts at processing the payment, ESSA will contact those with failed payments to confirm alternative payment options. Failure to log on and pay outstanding fees and re-enrol for instalments within the provided timeframe will result in accreditation and/or membership lapsing. Medicare and other compensable schemes will be notified if applicable.

Payment Methods

- Payment of fees can be made via debit/credit card online, EFT or quarterly instalments.
- Quarterly instalments must use a debit or credit card. ESSA accepts Visa and Mastercard. ESSA does not accept AMEX.
- Payment processing times are dependent upon the payment method used. Please allow 1-5 business days for payments to be processed and finalised by ESSA.
- ESSA is not responsible for delays due to bank processing timeframes.
- If paying via EFT, the payer is to send a copy of the transaction receipt to the requesting ESSA staff member (if known), or to info@essa.org.au.
- EFT transactions for an individual's fee payment must include the ESSA ID in the description.
- Payments via phone require written authorisation and are only accepted if no other option is available.

Leave of Absence

- If a leave of absence commencement date is known in advance, fees may be adjusted based on the leave commencement date.
- Credit may be issued where fees have been paid prior to the leave of absence commencement date. Credit is only to be used towards future reinstatement billing and must be redeemed within two years of the start of the leave of absence date.
- No administration fees apply for leave of absence applications, where accreditation fees have been paid.
- Applicants applying for initial accreditation have the option to place their accreditation on an immediate leave of absence upon approval of the accreditation application. A \$50 administration fee applies.



Reinstatement of Accreditation and/or Membership

- If a reinstatement occurs within 3 years of the start of an individual's leave of absence or lapsing of accreditation, no administration fee applies.
- If a reinstatement is processed via the Recency of Practice or 3-5 Years pathway, an administration fee of \$60 applies.
- If a reinstatement is processed via the Over 5 Year pathway, an administration fee of \$120 applies.
- Applicable administration fees are payable upon submission of an accreditation reinstatement application.
- Administration fees are non-refundable.
- Pro-rata accreditation and/or membership fees are issued upon the reinstatement of accreditation/membership. Accreditation/membership status becomes active effective from the date of payment.
- Lapsed professionals are required to submit the applicable reinstatement documentation to have their accreditation/membership reinstated. It is the professional's responsibility to contact Medicare and other compensable schemes, to have their provider numbers reactivated once reinstatement has been finalised (if applicable).

Application Fees

- Application fees for membership and/or accreditation are payable upon receipt of a full and complete application.
- Application fees and reassessment fees are non-refundable.
- An application fee will be payable online with the submission of an online accreditation/membership application.
- Student membership applications do not incur an application fee.
- Accreditation applications that are deemed complete will only progress to the assessment stage upon payment of the application fee.

International AEP Applications

- International AEP applications incur administration fees for each of the required steps towards assessment of AEP accreditation:
 - 1) Accredited Exercise Scientist
 - 2) Desktop Exercise Physiology Review
 - 3) Online Theory Exam
 - 4) Online Practical Exam

Accreditation Reassessment Fees

- An additional assessment fee applies when ESSA requests additional supporting evidence from the applicant to progress an assessment, which is payable prior to continuing the assessment.
- Reassessment fees are non-refundable.
- Reassessment of additional supporting evidence will not proceed until payment of the applicable fee is received.

Eligibility for Fee Discounts

Several discounts are available on ESSA membership fees. Multiple discounts cannot be applied in one calendar year. Supporting evidence must be provided in support of part-time discounts or hardship consideration applications.

Part-time Full Member Discount

- The part-time discount applies to full membership fees only.
- Full members working for equal to or less than 20 hours per week are eligible for this discount.
- The part-time discount is 25% off the full membership fee. No discount applies for accreditation.
- Applications for part-time fees are accepted in either of the below circumstances:
 - a. between the date the annual renewal notice is issued in December and 31 January of the following year, or
 - b. upon reinstating accreditation after a leave of absence or period of lapsed accreditation.
- If fees are paid in full at the time of renewal, and an application for the part-time discount is received after the payment has been made, the fees will be adjusted and the balance will be applied as a credit to be used for future fee billing. Credit for fees is not refundable.
- The part-time discount is an ESSA member benefit and does not apply to the accreditation-only joining option.

Retired Membership Discount

- Members retiring from the workforce who wish to stay connected with the ESSA community are eligible to apply for the Retired Membership discount.
- Retired members are not eligible to hold ESSA accreditation.

First-year Full Member Discount

- The new member discount is an ESSA member benefit and does not apply to the accreditation-only joining option.
- The first-year member discount applies to full membership fees only.
- Where an individual has not previously held full membership and becomes a full member for the first time, a 25% introductory discount will automatically be applied on the membership fee to the end of the calendar year.
- The discount applies to the membership fee amount issued between the date of full membership to 31 December of that same year.
- Fee discounts cannot be applied retrospectively.
- In the event where an accredited non-member opts into full membership, their full membership fee will be eligible for the discount to the end of the calendar year.

Hardship Consideration

- In exceptional circumstances, a member or accredited professional can apply for hardship consideration, based on the criteria listed in the application form.
- The hardship application outcome will be offered based on the individual's circumstances.

Complimentary Membership and/or Accreditation

- Complimentary membership and/or accreditation fees may be applicable where a significant contribution is made by ESSA Contributors. [ESSA's Sitting Fees Policy](#) provides the definitions, inclusions and honorariums applicable to ESSA Contributors.
- Individuals with ASpS or AHPM accreditation receive complimentary membership with accreditation, except if they also have AEP accreditation.
- Student membership is free.

