



P007 - Special Consideration (Member in Financial Difficulty) Policy

1. Purpose

This policy outlines the criteria and process for applying for special consideration in relation to the payment of membership fees for the Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) due to financial difficulty. The purpose of this policy is to enable mitigation of unreasonable barriers to membership caused by exceptional circumstances. Such circumstances are those not ordinarily encountered or anticipated that are beyond the control of an ACSEP member.

It is ACSEP’s mission to promote strong membership engagement and *P007 – Special Consideration (Member in Financial Difficulty) Policy* supports this mission by establishing an appropriate approach as to how and when special consideration applications are made, how they will be considered, and the outcomes of such applications.

2. Scope

The policy applies to ACSEP Fellows and Registrars and external Continuing Professional Development (CPD) Program participants (CPD Homes members).

3. Policy Statement

3.1 Applications for special consideration will be considered on their merits in accordance with this policy. Where special consideration is granted by ACSEP based on the existence of exceptional circumstances, it must be understood that this will not excuse the individual from meeting a requirement objectively set by the college.

3.2 Special consideration in the context of this policy allows for members of the College to pay membership fees in allocated amounts or to delay payment for up to six months to allow the member time to manage their individual situation.



3.3 The following circumstances are considered grounds for special consideration and/or special arrangements:

- a) permanent and longstanding impairment or temporary impairment on medical grounds preventing the ongoing ability to work
- b) non-medical or compassionate grounds that prevent maintaining an income
- c) serious disruption to work due to issues such as environmental disasters (with no alternative ability to secure an income)
- d) other individual issues as they arise.

3.4 Any of the above scenarios can be a one-off circumstance or ongoing circumstances and will be considered upon the merits of each situation.

3.5 ACSEP also accepts that the list of circumstances in item 3.3 may not be exhaustive and that other specific individual circumstances may give rise to grounds for consideration under this policy.

3.6 An application for special consideration cannot be made on behalf of any other member.

3.7 Relevant supporting documentation must be submitted with all applications for special consideration, and it is the responsibility of the applicant to provide all required documentation to support the application as detailed in this policy. Evidence required will depend on the category of exceptional circumstance.

3.8 An application for special consideration on medical grounds must be accompanied by a current medical report or certificate. This certificate should be from a registered medical practitioner in Australia or New Zealand who is the applicant's treating practitioner and not a relative of the applicant. The medical certificate in respect to the applicant's grounds for special consideration must contain details for each of the following points:

- a) the nature and severity of the medical condition; and
- b) the medical practitioner's opinion on the effect of the condition on the ability of the individual to participate in work.

3.9 An application for special consideration on compassionate grounds must include, as relevant:

- a) Any bereavement notices (or)
- b) A statutory declaration (or)
- c) A copy of a Police incident report (or)



- d) A current medical certificate or report from the treating practitioner where there is illness of a partner, child or member of the candidate's immediate family, including the name of the person and nature and severity of the illness.

4. Application Process and Timelines

4.1 An application for special consideration (member in financial difficulty) must be addressed to the ACSEP CEO and submitted via ACSEP National Office. This submission should address one of the grounds for special consideration listed in item 3.3. and provide appropriate supporting documentation.

4.2 Applicants in all circumstances may be required to provide further information or documentation, as requested by ACSEP.

4.3 Applications will be treated confidentially. Details of the circumstances relating to the application will only be reviewed by relevant ACSEP Board Members to enable a decision to be made in relation to the application.

5. Application Outcomes

5.1 The outcome of an application for special consideration (member in financial difficulty) will be that special consideration is granted, or that special consideration is not granted.

5.2 An applicant will be notified in writing of the outcome of their application.

5.3 Where special consideration is granted, the College member will not be excused from meeting any requirements, prerequisites, standards for performance or qualifications which have been objectively set by ACSEP as part of their training, CPD program or Fellowship with the College.

5.4 If the applicant is not satisfied with the outcome of their application, they may wish to pursue the College Appeals Process. For more detail, please refer to *P019 - Reconsideration, Review and Appeals Policy*.

5.5 Any individuals who seek to raise a complaint or grievance about the conduct of the College or its staff should refer to *P002 – Grievance Policy and Procedure*.

6. Reporting

No additional reporting outside of this policy is required.



7. Records Management

Staff must maintain all records relevant to administering this policy in a recognised ACSEP record keeping system. Records will be managed and maintained at ACSEP in accordance with *P004 - Privacy Policy*, *P012 - Records Management Policy* and associated procedures.

8. Related Legislation and Documents

- Current ASCEP Training Manual
- *P002 - Grievance Policy and Procedure*
- *P004 - Privacy Policy*
- *P020 – Flexible Training, Withdrawal & Termination Policy*
- *P012 - Records Management Policy*
- *P015 - Code of Ethics and Professional Behaviour*
- *P019 - Review, Reconsideration and Appeals Policy*

9. Feedback

ACSEP staff or membership may provide feedback about this document by emailing nationaloffice@acsep.org.au.



10. Approval and Review Details

Approval and Review	Details
Approval Authority	ACSEP CEO and ACSEP Board of Directors (Executive)
Advisor or Advisory Committee to Approval Authority	ACSEP CEO, EAC, relevant committee
Policy Administrator	ACSEP Policy Officer
Next Review Date	September 2026

Approval and Amendment History	V3 – 16/10/2024 Reviewed & updated by ACSEP CEO Reviewed by Policy Officer Ratified by ACSEP Board
	V2 - 05/04/2019 Redrafted by Programs and Systems Administrator Reviewed by ACSEP CEO & Operations Manager Ratified by Board Executive
	V1 – 01/07/2018 Developed and drafted by ACSEP CEO
Original Approval Authority	ACSEP CEO
Effective Date	01/07/2018
Amendment Authority and Date	N/A
Notes:	