

ICI Fees & Refund Policy

ICI_POL005

1.0 PURPOSE

This policy is to provide clarity regarding fee types and settings at ICI, including Membership renewal subscriptions and approach to refunds.

2.0 SCOPE

This policy applies to all ICI Members and individuals seeking to become Members of ICI, to participants of ICI's Learning Program, and who purchase services from ICI.

3.0 APPROACH TO FEE SETTING

- 1) ICI is committed to fee settings that reflect our commitment to access and equity.
- 2) ICI in its commitment to encourage life-long learning will ensure its fee settings are competitive to like organisations.
- 3) A Membership annual schedule of Fees and Subscriptions will be posted on the ICI website as part of our commitment to transparency and in our support of people's futures.
- 4) Learning Program and other service fees will be presented prior to purchase.
- 5) The ICI Board will set the Membership fees and the CEO other fees.

4.0 FEE AND SUBSCRIPTION STRUCTURE

4.1 Joining Fee

- 1) A one-off non-refundable joining fee may be payable at the time of applying to join ICI.
- 2) Setting will depend on Membership join category and the decision of the CEO.

4.2 Annual Membership Subscriptions

- 1) Student Members are not required to pay any join fee or Membership subscription while still a student undertaking at least a 50% study load from an ICI approved list of civil degrees published on the ICI website.
- 2) Civil Infrastructure Members (CIM) - both non-graded Entrant CIM and graded CIM Members - will pay an annual renewal Membership subscription relevant to his/her Grade level as published on the website.
- 3) Non-payment of annual renewal Membership subscription will result in changed access to the ICI programs and services. If not paid in full when due, then the right to use a grade and post nominals is immediately and automatically cancelled. Members should discuss any payment challenges with ICI.
- 4) In the case of a cancelled Membership due to non-payment of a Membership subscription, an individual will be required to pay the one-off joining fee should they reapply to ICI.

4.3 ICI Learning Program Investment Costs

- 1) Variable costs will be attached to relevant Learning Courses and Learning Events within the ICI Learning Program as published on the Calendar at the time of booking.
- 2) Variable costs are related to the length of courses, the venue and the complexity of content and related processes.
- 3) ICI Members may receive a discount on Learning Program fees as their Membership Fees subsidises the costs. Membership levels may affect fees for the same reason.
- 4) Should ICI need to cancel a Learning Course/Event due to unforeseen circumstances, these session costs will, in the first instance, be transferred as a credit for your next booked session and in the second, refunded.
- 5) Should a participant find it necessary to cancel a Learning Course or Event booking they must meet the cancellation requirements posted on the associated information page at the time of booking. A Learning Session credit can be allocated to the participant, if the participant wishes a refund, in which case an administration charge may apply.
- 6) Non-payment of annual Membership subscription renewal can result in changed access to ICI CPD Learning Courses.

4.4 ICI Administration Charge

- 1) A reasonable administration charge to cover processing costs is associated with a ICI Grading application.

Associated Policy Documents

ICI_POL004 ICI Continual Professional Development Policy

Policy Record Management

Policy Number	Policy Name	Drafted/Reviewed by	Date	Approved by	Date
ICI-POL005	ICI Fees & Refund Policy	As released	31.10.18	The ICI Board	31.10.18

Date Approved by Board: 31.10.2018	Date of Effect: 31.10.2018	Review Date: 24 months
Responsible Officer: CEO		