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## Fees Policy

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### 1 Introduction

This policy outlines the College's management and practices related to the College fees. This document applies to all Fellows, trainees undertaking General Intensive Care Training and Paediatric Intensive Care Training, as well as practitioners on the College's Specialist International Medical Graduates (SIMG) pathway. The fees outlined in this policy are reviewed and approved by the Finance, Audit and Risk Management Committee (FARMC) and Board each year. The latest fees will be published on the college website.

### 2 Definitions

**Area of Need (AON)** means a position located within a health service (public or private) where local, state and/or national advertising has not attracted a locally registered medical practitioner and that the delivery of health services is adversely affected by the vacancy.

**Censor** means the person responsible to the Board for the activities of the Censor's Committee and for oversight of individual training applications, evaluation of applications for entrance to College examinations, trainee performance, supervision of assessment of Specialist International Medical Graduate (SIMG) and Area of Need (AON) applications and admission to Fellowship.

**CEO** means the Chief Executive Officer appointed by the Board of the College of Intensive Care Medicine. This definition also includes an interim or acting CEO for the College.

**College** means the College of Intensive Care Medicine of Australia and New Zealand.

**Fellow** means a member who holds Fellowship of the College in accordance with the Constitution and whose membership of the College has not ceased or been terminated for any reason.

**Honorary Fellow** is elected by the Board in accordance with the Constitution.

**Inactive Trainee** means a trainee who has not contacted the College to advise of a training position, interruption or leave or who has not paid the required fees.

**Interrupted Training** refers to any period spent in activities not relevant to training in Intensive Care Medicine. Such periods do not include ordinary leave provisions and 'relevance' will be determined by the Censor or the Board. Training in other specialties is considered an interruption.

**Mandatory Training** means the minimum training time required described in the Regulations.

**Monash Modified Model** refers to the Monash Modified Model (MMM-2019) classification system.

**Prospectively approved training position** means approval of a training position by the Censor prior to the commencement of said training position.



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**Recognition of Prior Learning (RPL)** means retrospective accreditation of previously completed training time.

**Retired Fellow** means a Fellow of the College who has retired from practicing any form of medicine.

**Short Term Training** means a medical practitioner on the College Short Term Training pathway.

**Specialist International Medical Graduate (SIMG)** means a medical practitioner on the College SIMG pathway who is currently completing the required period of supervised clinical practice.

**Supervised Clinical Practice** means a period of clinical practice that is supervised to assist SIMGs transitioning into the Australian/New Zealand health system and to provide professional support.

## 3 College fees

### 3.1 Fellow Subscription

All Fellows, except for Honorary Fellows, Retired Fellows, the President, and past Presidents must pay the annual Fellow Subscription. Fellows admitted after 31 January in any year will pay a pro rata amount.

### 3.2 Annual Training Fee

All trainees, including those training in a prospectively approved training position, must pay the full Annual Training Fee each calendar year from the time of registering as a trainee until admission to Fellowship, withdrawal, or removal from the Training Program.

### 3.3 Annual Specialist International Medical Graduate (SIMG) Member Fee

All SIMGs who have received their outcome of interim assessment must pay the full Annual SIMG Member Fee each calendar year from the time of acceptance onto the SIMG pathway until admission to Fellowship, withdrawal, or removal from the College SIMG pathway. Applicants who are accepted onto the SIMG pathway after February each year will pay a concession as set out in the table below.

<b>SIMG Pathway Acceptance</b>	<b>Per cent discount</b>
January – February	0
March – April	25
May – July	50
August – October	75
November – December	100



### **3.4 Trainee Registration Fee**

Applicants registering for the General Intensive Care Training Pathway or Paediatric Intensive Care Training Pathway, via the selection into training process, must pay a one-off Trainee Registration Fee.

### **3.5 SIMG Preliminary Review and Assessment Fees**

Applicants registering for the SIMG pathway must pay a one-off SIMG Preliminary Review Fee. Applicants eligible to progress to the next phase of the application process must pay a one-off SIMG Assessment Fee. Applicants who reapply after a non-comparable assessment will be required to pay all applicable fees for new assessments.

### **3.6 Short Term Training Assessment Fee**

Applicants registering to enter a short-term training position in intensive care medicine in Australia must pay a one-off Short Term Training Assessment Fee.

### **3.7 Area of Need (AON) Assessment and Site Visit Fees**

Hospitals applying for an AON position must pay the one-off Area of Need Assessment Fee. Hospitals must also pay a one-off Area of Need Site Visit Fee to cover the College's administrative costs of the site visit. Costs incurred for flights and accommodation must be paid in addition to the assessment fee.

### **3.8 Retrospectively Accredited Training Fee**

Trainees are required to pay a fee for the assessment of each RPL application.

### **3.9 Training Assessment Fee**

Former eligible trainees applying for reinstatement to the Training Program, or any other formal assessment of prior training and experience separate to RPL must pay the Training Assessment Fee.

### **3.10 Examination Fees**

The exam fee covers the written and oral components of the examination. Trainees and SIMGs are required to pay a fee when applying to sit the First Part, Second Part, or Second Part Paediatric examination. The full fee is payable regardless of whether a candidate is sitting both the written and oral components, or only a specific portion of the exam.

### **3.11 Admission to Fellowship Fee**

Applicants applying for admission to Fellowship by Election (Regulation 4.3), training and examination (Regulation 4.4) or admission to Fellowship of SIMGs (Regulation 4.5) are required to pay the Admission to Fellowship Fee. The Board at its discretion may remit the admission fee of any Fellow admitted under Regulation 4.3.

### **3.12 CPD Fee**

Non-members participating in the College CPD Program are required to pay an annual fee. Fellows and SIMGs are not required to pay this fee.



### 3.13 Event Fees

The College organises conferences, seminars, workshops and other educational events for its members. Refer to the Terms and Conditions of the relevant event for information.

### 3.14 Decision Reviews

The College provides a mechanism for any person that is affected by a decision of the College. The College adheres to the processes outlined in [IC-23 Appeals, Review and Reconsideration Processes](#). Formal Censor Request – Trainees or SIMGs who seek approval for an aspect of training which is either prohibited by or in conflict with the regulations or objectives may apply for a Formal Censor Request. Trainees and SIMGs must be up to date with all other relevant fees to apply. In the event a decision is overturned by the College, this fee will be refunded to the applicant.

Review Fee	Amount
Formal Censor Request	Nil
Reconsideration	\$250
Review	\$1000
Appeal	\$3000

## 4 Non-payment of fees

### 4.1 Fellow Subscription

*If the subscription of a Fellow is unpaid for a period of 12 calendar months after it becomes due, upon resolution of the Board the Fellow shall cease to be a Fellow of the College and shall lose all rights and privileges of Fellowship. The Board may, if it thinks fit, reinstate the member upon payment of all arrears (on such conditions as the Board determines, including payment of interest of arrears of unpaid subscriptions) (Regulation 6.4).*

### 4.2 Annual Training Fee

Trainees who fail to pay the Annual Training Fee by 15 May of each year will be removed from the training program. Trainees will have three-months from the date of removal to be reinstated to the program. All outstanding fees must be paid prior to reinstatement.

*A trainee who has spent more than a total of 36 months (exclusive of parental leave) away from the training program, either in interrupted training or inactive (no contact with the College) will be removed from the training program. Trainees undertaking dual training or who have other valid reasons may seek an extension from the Censor (Regulation 5.14.6).*

### 4.3 Annual SIMG Member Fee

SIMGs who fail to pay the Annual SIMG Member Fee by 15 May each year will be deemed inactive. Inactive SIMGs will be ineligible to sit the First Part, Second Part, or Second Part Paediatric Examination. SIMGs who fail to pay by 15 May each year will not be able to access the member digital platform, including access to online courses, assessments including but not limited to the In-Training Evaluation Report, Workplace Competency Assessments, Observed Clinical Encounter, and other resources.



## 5 Reinstatement to the training program

A trainee who has been removed from the training program for non-payment of training fees may apply in writing to the College for reinstatement within three months from the date of removal. Reinstatement will not be considered unless payment of all outstanding fees, plus the Trainee Assessment Fee accompanies the application for reinstatement.

A trainee who does not apply for reinstatement within the three-month window will be required to reapply to join the training program via the selection into training process, and pay the relevant fees, including the Trainee Registration Fee and Retrospectively Accredited Training Fee. A trainee who has spent more than 36 months (exclusive of parental leave) away from the training program will not be reinstated to the training program.

## 6 Concessions

All requests for a concession must be made online 10 business days before the invoice due date. Where applicable, Fellows, trainees and SIMGs will be required to provide supporting evidence as part of their application. Requests for Fellow Subscription concessions will be considered by the General Manager, Member Services. Requests for Annual Training and SIMG Member Fees will be considered by the General Manager, Training.

Trainees eligible for a fee concession due to an interruption to training, do not need to apply for a concession separately. The concession will be applied upon approval of the interruption to training.

### 6.1 Fellow Subscription

Conditions under which reduction or exemption of the annual subscription may be granted are outlined in the table below and are set out on the subscription notice. Fellow Subscription Concession will only be granted under one category. For example, a Fellow over 65 still practicing Intensive Care Medicine who is permanently residing outside of Australia and New Zealand will only be entitled to one concession. In this example, the Fellow would be entitled to a 50 per cent reduction to the Fellow Subscription.

Category	Per cent discount
Fellow retired from practicing any form of medicine	100
Fellow over the age of 65 still practicing Intensive Care Medicine	50
Fellow working part-time (ten or less hours per week in intensive care medicine over the full year including both public and private appointments)	50
Fellow on long term leave (e.g. parental or sick leave) or in a full-time research position	50
Fellow permanently resident outside Australia and New Zealand	50
Fellow permanently resident outside Australia, New Zealand, Hong Kong, Singapore, or Malaysia after 5 years of residency outside these countries	75
Fellow working in charitable position with low income	100



## 6.2 Trainees and SIMGs

A concession will only be granted under one category. For example, a trainee undertaking 12 months prospectively approved part-time training in a unit classified as rural will only be entitled to one concession. In this example, the trainee would be entitled to a 50 per cent reduction to the Annual Training Fee.

### 6.2.1 Part-time training

Trainees undertaking prospectively approved part-time training and SIMGs undertaking supervised clinical practice of at least six months may apply for a concession. Trainees in part-time training of 0.4 to 0.7 FTE or undertaking research may be offered a 50 per cent reduction on the full Annual Training/SIMG Member Fee.

### 6.2.2 Interrupted training

Trainees undertaking a prospectively approved period of interrupted training of at least six months are eligible for a concession. Trainees in interrupted training will be offered a 50 per cent reduction on the full Annual Training Fee.

### 6.2.3 Extended leave (parental leave)

Trainees and SIMGs taking a period of parental leave of at least three months are eligible for a concession. Trainees taking parental leave may be offered a 100 per cent reduction on the Annual Training/SIMG Member fee.

### 6.2.4 Interrupted Training (sick leave & carer's leave)

Trainees and SIMGs taking a period of extended leave of at least three months are eligible for a concession. Trainees taking extended leave may be offered a 100 per cent reduction on the full Annual Training/SIMG Member fee.

### 6.2.5 Rural training

Trainees and SIMGs undertaking prospectively approved training of at least 12 months in a unit classified as MM 3 or above may apply for a concession. Trainees undertaking training in a rural unit will be offered a 50 per cent reduction on the full Annual Training/SIMG Member Fee.

### 6.2.6 Short term training (ANZICS Global Intensive Care Initiative – GICI)

GICI facilitate clinical placements in Australian hospitals for International medical graduates from low resource settings. Clinicians who are identified and endorsed by GICI will be offered a 100% reduction on the cost of their short-term training (OTV) assessment.

### 6.2.7 Circumstances in which a concession will not be granted.

A concession will not be granted where a trainee has:

- Completed the minimum training time but has not yet satisfied all other requirements of the training program.
- Voluntarily interrupted training due to suspension by an employer or suspension of registration by a regulatory body empowered to do so.



## **7 Fee refunds**

### **7.1 Fellow Subscription**

Fellows who retire before 30 June in any year will be offered a refund of 50 per cent of the Fellow Subscription for that year. Fellows who retire after 30 June will not be offered any refunds. Fellows who have paid the full Fellow Subscription but need to subsequently apply for a concession may be credited or refunded the difference, provided the application is made within six months of the change in circumstance.

### **7.2 Annual Training Fee**

Trainees who withdraw from the Training Program before 30 June will be offered a refund of 50 per cent of the Annual Training Fee for that year. Trainees who withdraw after 30 June will not be offered any refunds. Trainees who have paid the full Annual Training Fee but need to subsequently apply for a concession or are eligible for a concession may be credited or refunded the difference, provided the application is made within six months of the change in circumstance.

### **7.3 Annual SIMG Member Fee**

An SIMG who withdraws and ceases their specialist assessment before 30 June will be offered a refund of 50 per cent of the Annual SIMG Member Fee for that year. An SIMG who withdraws after 30 June will not be offered any refunds. An SIMG who has paid the full Annual SIMG Member Fee but needs to subsequently apply for a concession may be credited or refunded the difference, provided the application is made within six months of the change in circumstance.

### **7.4 Trainee Registration Fee**

No refunds will be offered to applicants who withdraw their trainee application after the application closing date.

### **7.5 SIMG Preliminary Review and Assessment Fees**

No refunds will be offered to applicants for the SIMG Preliminary Review Fee or SIMG Assessment Fee.

### **7.6 Retrospectively Accredited Training**

No refunds will be offered to trainees for retrospectively accredited training fees.

### **7.7 Examinations**

A candidate who withdraws their application may be refunded the fee provided the College receives written notice of withdrawal by the published date on which entries close (Regulation 5.5.6.3).

A candidate whose entry has been accepted and who withdraws from the examination on or after the date on which entries close, or who fails to attend the examination will be required to pay a 30 per cent cancellation fee unless extenuating circumstances apply (Regulation 5.5.6.4).

### **7.8 Events**

Refer to the Terms and Conditions of the relevant event for information.



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### **7.9 Application Timeframe**

All refund applications for fees including membership, examination, and training fees must be submitted and applied within 12 months following the completion of the relevant event or service. Any requests for fee application made after this 12-month period will not be accepted or honoured, ensuring consistency and financial integrity in the College's operations.

## **8 Merchant Fees**

Merchant fees are applicable to all transactions when using certain electronic payment methods, such as credit cards or debit cards. Trainees, Fellows and SIMGs may utilise EFT or BPAY to make payment as these methods do not incur additional fees on transactions to the College.

## **9 Financial hardship**

Fellows, trainees, and SIMGs experiencing financial hardship may apply to the College to pay any fee over \$500 by means of an approved schedule of payments. Requests for special payment arrangements will be considered by the CEO.

Applications should be made to the College before the invoice due date and include a proposed schedule for payments.

For any fee related issues please email [accounts@cicm.org.au](mailto:accounts@cicm.org.au)