



**PAY IT FORWARD PROGRAM TERMS AND CONDITIONS
FOR ANNUAL MEMBERSHIP FEE SUPPORT FOR 2023-2024 FINANCIAL YEAR**

- **In response to COVID-19 PHA (Vic & Tas) developed a Pay it Forward program for annual membership fee support in 2020. This program is continuing for the 2023-2024 financial year, with some changes, as outlined below.**
- Members may seek 25% support on their membership fees. This is a 25% reduction on the full fees for each membership level, following the Committee of Management's decision to return to full fees, after two years of 25% fee reduction.
- All members (irrespective of membership level) whose family household income has been affected by the COVID - 19 pandemic may apply for support.
- The program is only to be used once per member per financial year to support payment of membership fees, subject to funds being available.
- Funds raised for this program will be administered by members of the Pay It Forward Sub Committee, in conjunction with the PHA (Vic & Tas) Treasurer.
- The program is to support the payment of membership fees only.
- **Applications must be lodged during the 2023-2024 financial year.**
- Approved Applications will have the nominated subsidy forwarded direct to the PHA (Vic & Tas) general account. Members will then be re-invoiced for the balance of their annual fees which are to be paid in the usual manner and timeframe.
- Payments will not be made direct to members.
- **Applications must be made on the specific application form.**
- Applications will be considered by Pay It Forward Sub Committee, which has 3 committee and 2 non-committee members.
- Applications will be anonymized by the Membership Secretary prior to consideration by the Pay It Forward Sub Committee, to ensure privacy of applicants.
- The Pay It Forward Sub Committee deliberations will be determined by majority vote.
- The Pay It Forward Sub Committee decision is final; no appeal lies beyond the decision.



Pay It Forward Program APPLICATION FORM

To apply for 25% payment assistance through the Pay it Forward Program, please complete and submit this form. Your personal information will be redacted before a small sub-committee of members will view your application to determine eligibility. The Membership Secretary is the only person who will see your name and original application.

If you would like to discuss the Program, please email Hayley Webster at membership@phavic.org.au.

Member details

Your name	Your email	Your mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for application

To help us understand your needs, please briefly state your current situation and/or that of your household.

By completing this form, I acknowledge I have read and understood the terms and conditions for this program.

Signature or typed name

Date

Please send the completed form to: membership@phavic.org.au .