**TERMS AND CONDITIONS**

For all categories of PHA membership

In response to COVID-19 in 2020, PHA (Vic & Tas) developed a Pay it Forward Fund. The fund was intended to support members experiencing financial hardship to pay their annual membership fees. The program continued over 2021. In 2022, the Pay It Forward Fund has been extended to include bursaries for PHA (Vic & Tas) professional development opportunities. These Terms and Conditions apply to bursary support. For membership fee support refer to the guidance sheet in the [[members area](https://www.phavic.org.au/members-only/#pay%20it%20forward%20program)](https://www.phavic.org.au/members-only/#pay%20it%20forward%20program) of the PHA (Vic & Tas) website.

**General conditions and eligibility**

* Bursaries are only available for PHA (Vic & Tas) organised professional development opportunities (i.e., events or masterclasses worth 20 PD points or more)
* All members (irrespective of membership level) can apply for bursary support on the basis of financial hardship.
* Financial hardship caused by circumstances such as precarious employment, caring responsibilities, illness, other life demands. Applicants to state the one that best applies.
* Committee of Management representatives who live in regional areas (including Tasmania) can apply for bursary support to attend the Association’s AGM.
* The total bursary support must not exceed 80% of the member’s annual membership subscription per annum.
* Members seeking bursary support must provide proof of purchases and (if requested) proof that they have attended the professional development opportunity for which the bursary was issued.

**Bursary Options**

* Members can apply for a bursary to contribute towards up to 20% of the professional development opportunity value.
* Members can also apply for bursaries towards travel and accommodation costs.
* Total amount of bursaries claimed is not to exceed 80% of the member’s annual membership subscription per annum.

**Bursary support examples**

Examples of how the bursary support might be applied:

* 20% of PHA PD opportunity value
* VLine ticket
* Petrol costs
* Accommodation
* Flight costs from/to Tasmania

**Capped amounts for Membership categories**

|  |  |
| --- | --- |
| **Membership category** | **80% Capped amount** |
| Professional ($130) | $104.00 |
| Associate ($110) | $88.00 |
| Graduate ($85) | $68.00 |
| Retired ($75) | $60.00 |

**Application process and Pay it Forward Fund**

* Applications must be made on the Bursary Support application form.
* Applications must be lodged with the Treasurer in advance of event registration.
* Applications will be assessed by the Treasurer and, if eligible, the Treasurer will recommend in principle approval of the member’s application for bursary support to the Pay It Forward Sub Committee.
* The Pay It Forward Sub Committee will confirm funds are available for bursary support and vote on whether an application should be formally approved.
* Eligible applications will be considered on a first-come, first-served basis by the Treasurer/ Pay It Forward Sub Committee.
* Approved applications will be paid on arrears by the Treasurer in receipt of supporting documentation.
* If a bursary is granted, payments will be made direct to members’ nominated bank account by the Treasurer.
* The Pay It Forward Sub Committee decision is final; no appeal lies beyond the decision.
* Records of bursary support will be kept on file as per clause 41 of the *Rules of the Association* November 2020.

**Applicant details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | | |
| Membership category | Click or tap here to enter text. | | | |
| Key contact details | Tel | Click or tap here to enter text. | Email | Click or tap here to enter text. |

**Bursary support details**

|  |  |
| --- | --- |
| Professional development opportunity requiring bursary support | Click or tap here to enter text. |
| Value of bursary being requested | Click or tap here to enter text. |
| Will you be claiming bursary support for travel or accommodation? | Click or tap here to enter text. |
| Reason for application | Precarious employment  Caring responsibilities  Illness  Other |