

MEMBERSHIP 2019 TERMS AND CONDITIONS



General conditions

Institute members agree to be bound by the [Constitution](#), the Institute's [Code of Professional Conduct](#) and every policy of the Board and National Council that applies to members including National Council's [Employee and Member Behaviour Policy](#). Members acknowledge that complying with this policy is a condition of membership that if breached can have consequences for continued membership or readmission. These documents can be found on the Institute website under '[About Us](#)'.

Term of Membership

Individual membership of the Australian Institute of Architects is based on the calendar year. The full annual fee is payable if joining between 1 Dec – 31 March (quarterly payment option available, conditions apply). Pro-rata fees apply when joining outside this period. The $\frac{3}{4}$ rate is applicable when joining between 1 April – 30 June, the $\frac{1}{2}$ rate between 1 July – 30 Sept and the $\frac{1}{4}$ rate between 1 Oct – 1 Dec. (quarterly payment option not available between 1 April – 1 Dec). Contact the membership team on 1800 770 617 or email membership@architecture.com.au to confirm the pro-rata fee that applies.

Automatic membership renewal (credit card)

Members can elect to have their membership renewed automatically each year opting to pay the annual fee in full, or by quarterly instalments.

This is what you need to know:

- You will receive a notification via your nominated email account one (1) week before each payment will be withdrawn from your nominated credit card.
- If you have opted to make [annual](#) payments, your membership subscription fee will be debited from your nominated credit card in the first week of January each year.
- If you have opted to make [quarterly](#) payments, your membership subscription fee will be debited from your account in the first week of each quarter (January, April, July and October).
- It is your responsibility to ensure that there are sufficient funds available in your account to allow a payment to be made. You can update your credit card details at any time via your member portal.
- All credit card details are stored securely and managed by third party *Transaction Network Services* (TNS), a trusted payment solutions provider.
- You may stop or defer a payment, or terminate this agreement by giving us at least fourteen **(14) days** notification by **Email** to: membership@architecture.com.au

Automatic renewal (Direct debit)

Renewing members can select the direct debit option when renewing their membership [online](#) at the end of the calendar year. On selecting to pay via direct debit members enter into and agree to the terms of the Institute's direct debit service agreement. Please refer to the *Direct Debit Request Service Agreement* for more information.

Refunds

All member subscription payments are *non-refundable* subject to the below exceptions.

- Upgrade of individual to A+ membership where there are overlapping membership payments. Note that where an individual member is allocated to an A+ practice, fees are deemed to be overlapping only after the A+ practice has paid the quarterly fee in respect

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Refunds (continued)

of the specific eligible staff member. As A+ fees are paid in advance the overlap may not occur until the quarterly payment period after the staff member is added to the practice.

- The member has successfully applied for a reduced subscription payment through a Special Circumstances application and has already paid the full annual membership fee
- The member has been incorrectly charged

Transfer to retired membership

On transfer to retired membership, the full membership rate stands for the remainder of the payment period in which the transfer has occurred. The retired fee rate would then apply commencing on the date the next membership payment falls due. Refunds are only offered where the incorrect fee rate has been applied.

Payment failures

Where members have entered into an agreement to pay their annual membership fee by quarterly instalments, or have their membership renewed automatically, it is the responsibility of the member to ensure that their payment details are accurate and that there are sufficient funds in their accounts for the automatic processing of payments on the nominated dates. Quarterly payments are processed in the first week of the months of January, April, July and October. Payment failures will result in an immediate withdrawal of services and deactivation of the membership until the applicable payment is processed successfully.

Cancellation

Individual memberships are based on the calendar year. Membership cancellations must be issued in writing to membership@architecture.com.au at least 14 days prior to the processing of the next scheduled quarterly payment or, if automatically renewing their membership, 14 days prior to the end of the calendar year. Where membership has been held for a period of 12 months or less, resignation of membership must be accompanied by return of the membership certificate and membership card before cancellation of membership is approved.

Member rewards program

Note that in the event of a lapse or cancellation of membership the Institute reserves the right to notify any business alliances of the lapse or cancellation so that lapsed or cancelled members cannot continue to take advantage of the benefits offered by such alliances and reserved solely for Institute members.

Any questions?

Contact the National Membership Team
email: membership@architecture.com.au

p: 1800 770 617

p: (03) 8620 3877