



# FINANCIAL HARDSHIP POLICY

## **POLICY**

GGLAC acknowledges that the payment of fees is a financial commitment for all members; however, there are some circumstances beyond the normal that may require special consideration by the Centre. This policy is designed to facilitate consideration of these circumstances as an exception to benefit both members and the Centre.

Applications under this policy shall be made in confidence regarding the sensitive nature of the application. In particular, the personal circumstances of the applicant which are subject to assessment to validate the request. It is intended the Secretary, who shall receive and process each application and the President and Treasurer meeting as a Sub-Committee to review each application, are the only committee members privy to the personal circumstances of an applicant.

Any decision to reduce or waive fees should only be made in extreme circumstances and every effort should be made to support the paying of the full amount for any fees prior to considering reducing or waiving of a fee.

## **PROCEDURES/LIMITATIONS**

- Any member who has difficulty paying registration or other fees at the Centre may apply in writing to the Secretary for a variation of registration fee payment requirements
- The application shall be made in confidence and based on personal circumstances that are subject to assessment in accordance with procedures outlined in this policy
- The application shall apply to fees for a current season only. A separate application is required for each season
- The Secretary shall forward each application received for confidential assessment by a Sub-Committee consisting of the President and Treasurer.
- The Sub-Committee may contact or meet with the applicant (by delegation or as a group) and may require any evidence it thinks necessary to corroborate an application taking into consideration the centre requirements, the needs of the applicant and sensitivities regarding personal circumstances.

- The Sub-Committee shall treat each application as an exception to the rules of the Centre and may facilitate payment of fees in accordance with the following alternatives listed in priority order for decision:
  - Support the applicant to apply for a hardship grant through the association
  - Reduce the amount of fees to be paid by the applicant
  - Waive the payment of fees by the applicant for the relevant season only
- The Sub-Committee shall advise the applicant in writing regarding its decision, the Secretary shall keep records of all applications and decisions.
- The President shall advise the Management Committee about any decision to vary payment of fee paying requirements for an applicant provided that personal details of the applicant and their circumstances are not revealed to committee members.

## **Review**

This policy will be reviewed annually by the committee.

Policy developed: Mar 2018

Policy last reviewed without change: Jul 2019

Date for next review: Jul 2020