

	Title: ADOHTA Membership Subscription Payment Terms	
	Date Reviewed: September 2021	Version PG9.21.0
	Approved by: ADOHTA Board	Next Review: September 2022

## ADOHTA Membership Subscription Payment Terms

**Monthly Subscription:** By purchasing a Monthly Subscription, you agree to an initial and recurring Monthly Subscription fee at the then-current Monthly subscription rate, and you accept responsibility for all recurring charges until the full year's subscription membership fee has been paid. Each Membership year is from 1 July until 30 June of the following year.

**Automatic Monthly Renewal Terms:** Once you subscribe ADOHTA will automatically process your Monthly Subscription fee in the next billing cycle. ADOHTA will continue to automatically process your Monthly Subscription Fee each month at the then-current Monthly Subscription rate, until the equivalent of a full year's subscription membership fee has been received each financial year.

**Automatic Membership Renewal:** Prior to membership renewal a notice will be emailed to you whereby you can accept to continue your automatic subscription for the following membership year or choose to cancel your subscription.

### Termination of Subscription

You may cancel your Monthly Subscription at any time subject to the terms of our cancellation policy and by emailing the administration office at [admin@adohta.net.au](mailto:admin@adohta.net.au) with your request to cancel your membership. The cancellation will take effect for your next monthly billing cycle. You will not be eligible for a refund for monthly subscriptions paid prior to the month the cancellation takes effect.

### Non-Refundable Fees

As per the ADOHTA Constitution 29<sup>th</sup> September 2018 - 9.4 Subscriptions - Membership or subscription fees once paid to the Association are not refundable on withdrawal of membership.

### Cancellation Policy

Cancellation of membership is as per the ADOHTA Constitution 10.1 Withdrawal of Membership – A member of the Association may withdraw such membership at any time by giving notice in writing to a member of the Council.

If you cancel your membership prior to ADOHTA receiving the equivalent of a full membership fee for that membership year an Invoice will be issued to you from ADOHTA for the remaining balance.

All payments are processed using the PayPal subscription system. If a payment fails, PayPal will notify you and ADOHTA via email. It will try 3 times to process subscription payments, the first time it will advise that the payment has been skipped and will try again 5 days later, and If it fails another Payment Skipped notice is issued then in a further 5 days it tries a third and final time, and if this fails then the message is payment failed and PayPal and ADOHTA will suspend your Membership. You will then need to contact ADOHTA to make payment and reactivate your membership account.