



Rail, Tram & Bus Union

(NSW Branch)

Refund Policy

The Union Rules do not require the Union to refund membership fees, however the Union may elect to do so in whole or in part on an ex-gratia basis if:

- You have paid fees in advance for an extended period following the resignation;
- You have left employment and no longer work in industry covered by the union AND are suffering financial hardship;
- You can demonstrate exceptional or compelling circumstances.

Where a member has deceased, and notification to the union has been delayed by the member's next of kin, the union will also consider refunding fees.

The decision to refund fees, as well as the refund amount, is at the sole discretion of the union. The refund amount will be limited to:

- In the case of ex gratia refunds, as applicable:
 - The pro rata amount of union fees paid for the period of membership following resignation; or
 - The amount of fees paid to the union from the time the member's employment terminated to the date the union was provided notice of the resignation request; or
 - Another amount deemed fair and equitable by the union.

Ex gratia refunds will be limited to maximum of three months of membership fees. Relevant documentation such as a separation certificate from previous employers, proof of correspondence with the union etc. may be requested.

All refunds must be approved by the Branch Executive. This power has been delegated in accordance with Union Rules to senior officers.

Whilst an administrative expense is incurred by the Union in processing all refunds, the Union, in the exercise of its discretion, currently only charges an administrative fee for amounts over \$100. The administrative fee is \$10.

If a refund is provided to you, you should be aware that there may be tax implications in relation to claims for tax deductions for your union fees. You are advised to seek appropriate tax guidance.

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ORGANISING WORKERS IN THE TRANSPORT INDUSTRY
PROTECTING AND BUILDING RIGHTS AT WORK