HALLETT COVE SCOUT GROUP

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FEE INFORMATION POLICY

1. PURPOSE

1.1 This policy provides a clear, fair, and consistent framework for administering membership fees within Hallett Cove Scout Group.

1.2 This policy outlines the Group's fee structure, invoicing arrangements, payment requirements, available discounts, financial hardship provisions and the responsibilities of members and their families.

1.3 The Group is committed to making Scouting accessible and affordable by spreading membership costs across the school year while ensuring the ongoing financial sustainability of Hallett Cove Scout Group.

2. SCOPE

2.1 This policy applies to all youth members of Hallett Cove Scout Group and their parents or guardians.

2.2 For this policy:

- Group Term Fee means the fee Hallett Cove Scout Group determines to support local program delivery and operating costs.
- Branch Membership Fee means the annual membership fee determined by Scouts Australia – SA Branch.
- Initial Joining Fee means the once-only fee payable by new members when they proceed to membership following the Come 'n' Try period.

3. GUIDING PRINCIPLES

3.1. Hallett Cove Scout Group recognises that large upfront payments can create a financial barrier to participation in Scouting.

3.2. To help families budget, the Group recovers the annual Branch Membership Fee and Group operating costs through four school-term invoices rather than requiring families to pay the full annual membership cost at once.

3.3. The Branch Membership Fee is an annual membership cost. Hallett Cove Scout Group pays this annual fee to Scouts Australia – SA Branch when a member joins and normally recovers the cost from the member's family through four equal term payments.

3.4. Members joining part-way through a school term may receive a reduced Group Term Fee to reflect the reduced portion of the Scouting program available during that term.

4. FEE STRUCTURE

4.1 Group Term Fee.

4.1.1 The Group Term Fee contributes towards the operation and delivery of the Scouting program, including but not limited to:

- program resources and craft materials;
- badges, awards and certificates;
- equipment purchase, maintenance and replacement;
- hall and grounds maintenance;
- utilities;

- insurance;
- communication expenses;
- leader training; and
- other operational costs determined by the Group Committee.

4.1.2 The Group Committee will determine the Group Term Fee and review it as required.

4.2 Scouts Australia – SA Branch Membership Fee.

4.2.1 Scouts Australia – SA Branch sets the Scouts Australia – SA Branch Membership Fee annually.

4.2.2 Hallett Cove Scout Group pays the applicable annual Branch Membership Fee to Scouts Australia - SA Branch when a member joins.

4.2.3 To help families budget, Hallett Cove Scout Group recovers this annual cost through four equal term payments over the member's membership year.

4.2.4 The Branch Membership Fee is an annual membership cost and is not dependent on attendance at Scouting meetings or activities.

4.2.5 Scouts Australia – SA Branch does not refund the annual membership fee paid by Hallett Cove Scout Group when a member leaves during the membership year. The Group is therefore responsible for recovering the applicable membership cost from the member's family.

4.3 Initial Joining Fee

4.3.1 The Initial Joining Fee is a one-time fee payable when new members join.

4.3.2 This fee contributes towards the issue of items including:

- Group Scarf;
- Woggle;
- Initial badges;
- Other onboarding resources determined by the Group Committee.

4.3.3 The Group Committee will determine the Initial Joining Fee and review it as required.

5. COME 'N' TRY PROGRAM.

5.1 Come 'n' Try is a free, no-obligation opportunity for prospective youth members to experience Scouting before deciding whether to join Hallett Cove Scout Group.

5.1 Prospective youth members may attend one approved three-week Come 'n' Try period at no cost.

5.2 No fees are charged during the Come 'n' Try period.

5.3 Participation in the Come 'n' Try period does not constitute membership of Hallett Cove Scout Group or Scouts Australia.

5.4 Participants are covered by the applicable Scouts Australia insurance arrangements while participating in approved Come 'n' Try activities.

5.5 Prospective members are requested to complete the online Scouts Australia membership application during the Come 'n' Try period.

5.6 Completion of the membership application during the Come 'n' Try period does not result in fees being charged for the Come 'n' Try sessions.

5.7 Following completion of the Come 'n' Try period, families can decide whether they wish to proceed with membership.

5.8 If the family chooses to proceed with membership, we will issue an Initial Membership Invoice in accordance with Section 6.

6. INITIAL MEMBERSHIP INVOICE

6.1 Following completion of the Come 'n' Try period, if the family chooses to proceed with membership, an Initial Membership Invoice will be issued.

6.2 The Initial Membership Invoice will normally include:

- the first term payment towards the Branch Membership Fee;
- the Initial Joining Fee; and
- the applicable Group Term Fee.

6.3 The applicable Group Term Fee is determined by the first week in which the prospective member attends a Scouting meeting.

First night attended	Group Term Fee
Weeks 1–5	50% of the applicable Group Term Fee
Weeks 6–10	No Group Term Fee for the current term. The Group Term Fee will commence from the following school term.

6.4 The Come 'n' Try period remains free, and no fees are charged for those sessions.

7. ONGOING MEMBERSHIP INVOICES

7.1 We normally issue invoices at the start of each school term.

7.2 Each term invoice will normally include:

- one term payment towards the annual Branch Membership Fee; and
- the applicable Group Term Fee.

7.3 The Branch Membership Fee is an annual membership cost. The four term payments are the Group's method of recovering this annual cost from the member's family.

7.4 Where eligible government assistance is applied, the amount payable on the relevant invoice will be reduced in accordance with Section 9.2.

7.5 Families with more than one youth member will normally receive a single consolidated family invoice.

8. PAYMENT OF FEES

8.1 Payment is due by the date shown on the invoice unless the Group Committee has approved alternative arrangements.

8.2 Families may pay fees by electronic funds transfer (EFT).

8.3 Families should include the member's surname and invoice number as the payment reference.

8.4 Families are requested to email payment confirmation to the Group's nominated reconciliation email address to help match and reconcile payments promptly.

8.5 Receipts will be provided on request.

9. DISCOUNTS AND GOVERNMENT ASSISTANCE

9.1 Leader's Child Discount.

9.1.1 The Group Committee may approve a Leader's Child Discount for one child of a registered Leader, subject to the Group's eligibility criteria and approval process.

9.1.2 The Leader's Child Discount:

- applies only to the Group Term Fee;

- does not apply to the Branch Membership Fee; and
- does not apply to the Initial Joining Fee.

9.1.3 Where a family has more than one registered Leader and more than one child, each registered Leader may receive one Leader's Child Discount, subject to the Group's eligibility requirements.

9.2 Government Assistance

9.2.1 Where a member is eligible for a government membership voucher, rebate or other approved assistance, Hallett Cove Scout Group will apply the assistance in accordance with the requirements of the relevant government program.

9.2.2 Government assistance intended to contribute towards the Scouts Australia – SA Branch Membership Fee will be applied to that membership cost and is not intended to reduce the Group Term Fee, Initial Joining Fee or other Group charges.

9.2.3 If a member receives multiple vouchers or payments of assistance, Hallett Cove Scout Group will normally apply one voucher or equivalent assistance to each relevant term invoice during the member's membership year.

9.2.4 The Group will apply government assistance as a reduction to the total amount payable on the relevant invoice.

9.2.5 Applying government assistance does not reduce the Group Term Fee itself. The Group applies the assistance to the member's annual membership cost through its invoicing process.

9.2.6 The amount, number of vouchers, eligibility requirements, and other conditions of government assistance may change over time. The Group will apply assistance according to the rules of the government program in place at the time.

10. ABSENCE AND TEMPORARY LEAVE

10.1 Members and families are encouraged to advise the Group Leader or relevant Section Leader when a member will be absent for an extended period.

10.2 Temporary absence, including holidays, family commitments or personal circumstances, does not automatically end or suspend membership.

10.3 Where a member remains registered during an absence, the Branch Membership Fee remains payable.

10.4 Taking a term away from Scouting does not, by itself, remove or defer the membership component of the fees.

10.5 The Group Term Fee relates to delivering and operating the local Scouting program.

10.6 Where a member has a known extended absence covering part or all of a term, the family may request that the Group Committee consider a reduction or waiver of the Group Term Fee.

10.7 Any request for a reduction or waiver should be made to the Group Committee before or during the affected term.

10.8 The Group Committee will consider each request on its individual circumstances and determine whether a reduction or waiver is appropriate.

10.9 Advising the Group that a member is "taking a term off" does not constitute cancellation of membership.

10.10 If a family does not wish to continue membership, they should advise the Group Leader so that the membership can be formally ended and appropriate arrangements made.

10.11 If a member remains registered and the family intends for the member to return, the member remains subject to the applicable membership fee requirements during the absence.

11. FINANCIAL HARDSHIP

11.1 Hallett Cove Scout Group recognises that families may experience financial hardship or unexpected financial circumstances.

11.2 Families experiencing difficulty paying fees are encouraged to discuss the situation confidentially with the Group Leader or Treasurer as early as possible.

11.3 The Group Committee may approve a suitable payment arrangement or other reasonable assistance where appropriate.

11.4 The Group will treat any hardship discussion and arrangements confidentially and consider them on an individual basis.

12. NON-PAYMENT OF FEES

12.1 Members and their families are expected to maintain their fee accounts in accordance with the payment requirements outlined in this policy.

12.2 Where fees remain outstanding, and no approved payment arrangement is in place, the Group will make reasonable efforts to contact the family and resolve the outstanding amount.

12.3 If an outstanding account remains unresolved following reasonable contact and opportunities to make arrangements, the Group Committee may take reasonable action, which may include:

- suspending participation in activities requiring bookings or additional payments;
- withholding badges, awards or invitations where appropriate;
- delaying investiture until fees are paid or an approved arrangement is in place; or
- taking other reasonable action necessary to manage outstanding fees.

12.4 The Group will seek to work with families to resolve fee issues before taking action under this section.

13. REFUNDS

13.1 Fees paid to Hallett Cove Scout Group are generally non-refundable.

13.2 The Group Committee may consider refunds in exceptional circumstances.

13.3 Any request for a refund should be made to the Group Committee as soon as reasonably practicable.

13.4 Where a member leaves during their membership period, any outstanding Branch Membership Fee or other applicable fees remain subject to the requirements of Scouts Australia – SA Branch and this policy.

14. GROUP COMMITTEE DISCRETION

14.1 The Group Committee may exercise discretion in exceptional circumstances where strict application of this policy would result in an unreasonable outcome.

14.2 Requests for special consideration should initially be discussed with the Group Leader.

14.3 The Group Committee will consider the circumstances of the request, the Group's financial sustainability, and the principles of fairness and consistency.

15. POLICY REVIEW

15.1 The Group Committee will review this policy at least every two years.

15.2 The policy may be reviewed earlier where required due to:

- changes to Scouts Australia – SA Branch policies or fees;
- changes to relevant legislation or government assistance programs;
- changes to the Group's operating requirements; or
- other circumstances identified by the Group Committee.

15.3 The Group Committee must approve any amendments to this policy before taking effect.

16. VERSION CONTROL

Version	Date Approved	Approved By	Review Due	Notes
Draft	21/09/2026	Hallett Cove Committee	21/09/2026	Committee Draft