



AOA

AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

AOA FEE STRUCTURE AND APPROVAL PROCESS FOR INTERNATIONAL MEDICAL GRADUATES ATTENDING BONE SCHOOL

This document outlines AOA's approval process and fee structure for International Medical Graduates (IMG) specialising in Orthopaedic Surgery who would like to attend AOA Bone School.

Approval process for IMG's

IMG's who would like to attend AOA Bone School sessions are required to follow the following process: -

1. An email request should be forwarded to the AOA Training Officer. This request should specify:
 - a. The State in which the IMG would like to attend Bone school, and,
 - b. The period of time for which the IMG would like to attend
2. The AOA Training Officer will forward this request to the appropriate Regional Training Committee (RTC) Chair for approval.
3. The RTC Chair will determine which State Bone school session the IMG will attend (e.g. either one or two weekly sessions for Victorian trainees), and for what period.
4. Once the RTC Chair approves the request, the AOA Training Officer will send a formal Bone School invitation to the IMG, including a tax invoice for payment (according to fee categories as detailed below).
5. Payment of the tax invoice must be received prior to attendance at the first Bone School session. IMG's who fail to pay the invoice by the due date will not be approved to attend Bone school.

AOA Fee Categories for IMG's attending Bone School

12 month attendance: IMG's approved by the RTC Chair to attend Bone School for 12 months of the training year are required to pay the scheduled AOA Training Fee.

6 month attendance: IMG's approved by the RTC Chair to attend bone school for 6 months of the training year are required to pay 50% of the scheduled AOA Training Fee.

Attendance at Victorian Bone School: IMG's approved by the RTC Chair to attend 1 of 2 weekly Bone School sessions will be required to pay 50% of either the 6 or 12 month attendance fee, as detailed above.

Those IMG's wishing to attend Bone School for a period shorter than 6 months should firstly seek approval from the relevant RTC Chair, via the AOA Education Officer. Upon approval, applicants will be provided with a fee amount (according to the time period requested).

Payment of Fees

- IMG's will not be eligible to attend Bone School until the invoice has been paid in full. If any IMG fails to pay the nominated fee by the due date listed on the invoice, they will not be eligible to attend Bone school.

- Payment by installments is not accepted. Under exceptional circumstances approval to make payments by instalments may be granted by the AOA CEO / Finance Manager. Requests for special consideration regarding payment arrangements must be made in writing, in advance of fees falling due.
- If, at any time during the year a card issuer refuses payment, the IMG must nominate a new credit card within 10 days. Please note this action will incur an additional service fee of 5%.