



## 2015-2016 Renewal Notice for Student Member

If you have joined CAPA NSW in the last few months, please check your 'Welcome New Member' letter, or email [membershipcoordinator@capa.asn.au](mailto:membershipcoordinator@capa.asn.au) for your 'valid to' date.

If your membership is valid to 1<sup>st</sup> July 2016, then you do not need to fill out this form.

Your membership to the Counsellors and Psychotherapists Association of NSW Inc. is now due for renewal. The fee to renew your Student Membership is **\$130.00** including GST.

To complete your CAPA NSW renewal, please print this renewal and then fill out carefully your contact details on page 2. Complete all the other declaration details.

Options for sending the renewal back to the office are as follows:

1. Scan and email the completed renewal to [office@capa.asn.au](mailto:office@capa.asn.au). Please note: If you are scanning and sending your documents please ensure your writing is clear and the pages are sent as one document, not individual pages.
2. Alternatively, you can post your completed renewal with your payment (or proof of payment in the form of receipt reference number if paying by BPAY) by normal or overnight express post only, to the CAPA NSW office **by 30<sup>th</sup> June 2015**.

Use your CAPA ID on all correspondence and as your BPAY reference number for BPAY payments.

If you pay by BPAY, your renewal is priority processed. Cheque, credit card and money order payments will take longer to process.

Please keep a copy of your completed renewal form and documents for your records and to continue your Student Membership, return the following items and documentation **by 30<sup>th</sup> June 2015**.

- Contact details
- Confirmation of enrolment
- Signed declaration for Ethics
- Correct payment for **\$130**

If you need further information about Membership we recommend you go to the membership section of our new website <http://www.capansw.org.au/membership>

If you wish to regrade your Membership to a higher level as part of your renewal process you can download a regrade form by going to <http://www.capansw.org.au/membership/regrade-your-membership>

### What happens if you do not renew your membership by 30 June 2015?

- A renewal post marked after June 30th 2015 to 15<sup>th</sup> August will incur a \$100.00 late fee.
- A renewal postmarked between the 16<sup>th</sup> August to 31<sup>st</sup> August will incur a reinstatement fee of \$200 (this includes the \$100 late fee).
- After the 1<sup>st</sup> September you will have to reapply as a new member.
- Lapsed members need to reapply under the current requirements for membership, with no recognition of prior status as a CAPA NSW member.

We look forward to your renewal and if we can be of assistance please do not hesitate to contact us via email at [membershipcoordinator@capa.asn.au](mailto:membershipcoordinator@capa.asn.au)

**Note:** If for some reason you need to visit the CAPA NSW office during the year, please contact the office to make an appointment

Yours sincerely,

Barry Borham  
President



### Change of Private Contact Details

Please check your current contact details and write in any changes.

	Current	Change
Full name		
Preferred call name (Dear ....)		
Postal Address		
Work phone		
Home phone		
Mobile phone		
Email address		

### Confirmation of continued training in Counselling and/or Psychotherapy

As part of the renewals process for Student Members, CAPA NSW requires that you provide **information and documentary evidence** regarding your current enrolment in, a **Specialised Training Course in Counselling and/or Psychotherapy** that meets CAPA NSW Inc. training standards.

If you have completed your training, it is anticipated that you would regrade at this renewal to either Intern or Provisional Membership.

<b>Full Course Name</b>		
<b>Training Institution</b>		
<b>Duration of Course</b>	<b>Years</b>	<b>Months</b>
<b>Commencement Date</b>		
<b>What is the status of your enrolment within this training program?</b> <i>Please tick</i> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <b>Active</b>	
	<input type="checkbox"/> <b>Estimated date of completion of study</b>	
	<input type="checkbox"/> <b>Inactive/Deferred study</b>	

**Please provide some evidence of your continued study or status.**



## Ethics Declaration

I ..... have read and agree to abide by the Code of Ethics and Good Practice for the Counsellors and Psychotherapists Association of New South Wales Inc (CAPA NSW). (This document is available from the CAPA NSW office or downloadable in PDF format from [www.capansw.org.au](http://www.capansw.org.au)).

I also agree that the Membership Committee of CAPA NSW may verify, by means of the annual audit, the information provided by me in the Membership Renewal Application Form.

I ..... declare that all the information provided on this form is true and correct and I understand that any failure to make a full and accurate disclosure in this declaration may lead to denial or termination of my membership.

Signed ..... Date .....



## 2015 - 16 STUDENT RENEWALS - PAYMENT CALCULATION SHEET

PLEASE NOTE: RENEWALS WILL ONLY BE PROCESSED UP UNTIL 31<sup>ST</sup> AUGUST AFTER WHICH TIME THE MEMBER WILL HAVE TO REAPPLY FOR MEMBERSHIP AND MEET CURRENT STANDARDS OF TRAINING REQUIREMENTS WITH NO RECOGNITION OF PRIOR MEMBERSHIP STATUS.

Name: ..... Date: .....

### A. Membership Fee

Select one:

Identify the level of membership you are renewing or to which you are regrading.  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                     To regrade to another level of membership go to <a href="http://www.capansw.org.au">www.capansw.org.au</a> and download the correct regrade form or contact <a href="mailto:membershipcoordinator@capa.asn.au">membershipcoordinator@capa.asn.au</a> </div>	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Clinical Renewal</td> <td style="text-align: right;">\$465</td> </tr> <tr> <td><input type="checkbox"/> Provisional Renewal</td> <td style="text-align: right;">\$465</td> </tr> <tr> <td><input type="checkbox"/> Intern Renewal</td> <td style="text-align: right;">\$380</td> </tr> <tr> <td><input type="checkbox"/> Student Renewal</td> <td style="text-align: right;">\$130</td> </tr> <tr> <td><input type="checkbox"/> Affiliate (Student) Renewal</td> <td style="text-align: right;">\$275</td> </tr> <tr> <td><b>and if this is a regrade Add</b></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Regrade fee</td> <td style="text-align: right;"><b>\$ 75</b></td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <b>Membership Fee due</b> <span style="border: 1px solid black; padding: 5px 20px;"> </span> </p>	<input type="checkbox"/> Clinical Renewal	\$465	<input type="checkbox"/> Provisional Renewal	\$465	<input type="checkbox"/> Intern Renewal	\$380	<input type="checkbox"/> Student Renewal	\$130	<input type="checkbox"/> Affiliate (Student) Renewal	\$275	<b>and if this is a regrade Add</b>		<input type="checkbox"/> Regrade fee	<b>\$ 75</b>
<input type="checkbox"/> Clinical Renewal	\$465														
<input type="checkbox"/> Provisional Renewal	\$465														
<input type="checkbox"/> Intern Renewal	\$380														
<input type="checkbox"/> Student Renewal	\$130														
<input type="checkbox"/> Affiliate (Student) Renewal	\$275														
<b>and if this is a regrade Add</b>															
<input type="checkbox"/> Regrade fee	<b>\$ 75</b>														

### B. Penalties for Late Payment

Select one:

Renew before 30th June Renewals postmarked between 1 <sup>st</sup> Jul & 15th Aug Renewals postmarked between 16th Aug & 31st Aug  <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-top: 10px;"> <b>After 31<sup>st</sup> Aug – DO NOT PROCEED</b>                      Download the latest Membership Application form from <a href="http://www.capansw.org.au">www.capansw.org.au</a> to re-apply for membership                 </div>	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> No Fee</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td><input type="checkbox"/> Late Payment Fee</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td><input type="checkbox"/> Reinstatement Fee (includes Late Fee)</td> <td style="text-align: right;">\$200</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <b>Late Payments due</b> <span style="border: 1px solid black; padding: 5px 20px;"> </span> </p>	<input type="checkbox"/> No Fee	\$ 0	<input type="checkbox"/> Late Payment Fee	\$100	<input type="checkbox"/> Reinstatement Fee (includes Late Fee)	\$200
<input type="checkbox"/> No Fee	\$ 0						
<input type="checkbox"/> Late Payment Fee	\$100						
<input type="checkbox"/> Reinstatement Fee (includes Late Fee)	\$200						

### C. Payment Surcharge

Select one:

There is a surcharge for all credit card payments.	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> BPAY</td> <td><input type="checkbox"/> Cheque</td> <td><input type="checkbox"/> Money Order</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td><input type="checkbox"/> Credit Card Surcharge</td> <td></td> <td></td> <td style="text-align: right;">\$ 5</td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <b>Surcharge due</b> <span style="border: 1px solid black; padding: 5px 20px;"> </span> </p>	<input type="checkbox"/> BPAY	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	\$ 0	<input type="checkbox"/> Credit Card Surcharge			\$ 5
<input type="checkbox"/> BPAY	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	\$ 0						
<input type="checkbox"/> Credit Card Surcharge			\$ 5						

**Total due (incl. GST) A + B + C**  

### Payment Options. Upon renewal you will be issued a Tax Receipt.

<b>1. Telephone &amp; Internet Banking – BPAY®</b> Registered to BPAY Pty Ltd ACN 079 137 518. <b>Record your BPAY receipt number here.....</b> <b>Attach proof of payment &amp; print out of receipt</b>		<p style="font-weight: bold; color: blue; font-size: 10px; margin-top: 5px;">ENTER YOUR 5 DIGIT CAPA ID AS THE BPAY REF NO.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;"><b>Billers Code: 212654</b></p> <p style="margin: 0;"><b>Reference No:</b> _____</p> </div>
<b>2. Credit Card</b>			
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard	Expiry Date MM/YYYY: ..... / .....		
Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Cardholder's Name: ..... Signature: .....			
<b>3. Cheque</b> (payable to "CAPA") Cheque N°: ..... Drawer: ..... BSB: ..... Account N°: .....	<b>4. Money Order</b> Money Order N°: .....		