

## Refunds Policy 2020

<b>Executive Director</b>	Gurvinder Soomal, Executive Director, Registration and Corporate Resources
<b>Author(s)</b>	Samantha Bache, Head of Finance and Procurement
<b>Type of business</b>	For decision
<b>Issue</b>	To present the Refunds Policy 2020 to Council for approval.
<b>Recommendation</b>	The Council is asked to review and approve the Refunds Policy 2020.

### 1. Overview

- 1.1 The financial policies and procedures are reviewed annually to ensure that all related policy documentation reflect the GDC's latest requirements, arrangements and controls, including correct terminology. This is the first time we are presenting a consolidated refunds policy for approval.
- 1.2 The proposed policy encompasses the detailed operational area refund policies for ORE candidates and first registration applications. The ORE is a long-standing policy that, on review, we consider is still fit for purpose. The registration application refund policy is new for 2020, launched alongside the first-time implementation of registration fees; its development has been overseen by the Registration Fee Implementation Programme Board.
- 1.3 The FPC reviewed the appended Refunds Policy at its meeting in February 2020 and recommended it to the Council. The Council is asked to approve the policy.

### 2. Legal, policy and national considerations

- 2.1 The Legal team have been consulted, and their comments incorporated in respect of the detailed refunds policy for registration applications; being the new detailed operational area policy for 2020.

### 3. Equality, diversity and privacy considerations

- 3.1 An equality impact assessment has not been identified as being required as the impact of the policy proposed will not positively or negatively impact on any group or groups of people compared to others.

### 4. Monitoring and review

- 4.1 The refund policy will be reviewed annually.

### 5. Development, consultation and decision trail

- 5.1 The development of the registration application refund policy (being the new area for 2020) was part of the work overseen by the Registration Fee Implementation Programme Board. The detailed policy presented is consistent with the Programme Board decision taken, with a slight amendment to reflect operating practice. This amendment is in respect to

applications submitted where it has been identified that it is the incorrect application route ahead of any processing having taken place.

## **Appendices**

- a. Refunds Policy 2020

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04 March 2020