



Automatic Expiry of Registration

For Non-payment of Annual Registration Fee

Policy

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1. Purpose

This policy clarifies how the Teachers Registration Board of Tasmania (the Board) will respond to a registered teacher's failure to pay their annual registration fee by the due date.

This policy applies to all registered teachers.

2. Legislation

For relevant sections of the *Teachers Registration Act 2000* (the Act), see [Appendix 1](#).

3. Policy statement

It is a requirement that all teachers registered with the Board pay an annual registration fee as prescribed in the *Teachers Registration Regulations 2021* (the Regulations).

Section 17B of the Act states that a person who is granted registration or whose registration is renewed must pay to the Board an annual registration fee prescribed in the Regulations for each calendar year, or part of a calendar year, during which the registration has effect. An annual registration fee is to be paid on or before 31 December in the calendar year immediately preceding the calendar year to which the fee relates.

This policy confirms that on the first working day following 31 December each year, the Board will commence expiry of the registration of those teachers who have failed to pay their annual registration fee by 31 December. Those teachers will then have to re-apply for registration if they wish to be registered with the Board.

Teachers whose registration has expired will be advised in a notice of expiry that their name will be removed from the Register of Teachers on the date the expiry takes effect and that, should they wish to teach in a Tasmanian school at a future date, they will be required to make a new application for registration as a teacher.

A new application for registration will be subject to an application fee.

4. Definitions

'The Act' means the *Teachers Registration Act 2000*.

'Registered teacher' means a person who is fully registered, provisionally registered or specialist vocational education and training registered and whose name appears on the register of teachers (Section 3 of the Act).

'Fees' refers to registration fees including fees paid for more than one calendar year in advance.

5. Procedures and guidelines

Following the automatic expiry of registration under this Policy, the Board will give written notice to the person no later than 14 days after expiry takes effect.

That written notice will contain:

- reference to the provision of the Act under which the registration has expired (Section 17B)
- the reasons for the expiration of registration (i.e. non-payment of the required annual or five-yearly registration fee)
- the date from which expiry takes effect (1 January in the year immediately following the due date for payment – 31 December).

Some teachers pay fees five years in advance. This policy treats those people the same as those paying an annual fee in that their registration will expire automatically if their registration fee is not paid by 31 December prior to the year of registration falling due.

Teachers are provided with communications from the Board about the requirement to pay the registration fee by the due date, along with numerous emailed reminders in the months leading up to 31 December each year. They will also be informed in advance of the consequent automatic expiry of their registration if they fail to pay by the due date.

It is the obligation of a teacher who elects to pay a registration fee annually to ensure this fee is paid by 31 December each year as it is a condition of

registration. It is each teacher's responsibility to check their status in their online TRB account to ensure their contact details, including email address, are up to date.

6. Related policies

Automatic Cancellation or Suspension of Registration (When RWVP is Cancelled or Suspended) Policy

Fees and Payments Policy

7. Related documents

N/A

8. Document history

Version	Details	Approved by	Approval date
1.0	Policy established	Board	27/10/2022

Appendix 1: Extracts from the Teachers Registration Act 2000

Teachers Registration Act 2000

Version current from 1 July 2022 (date accessed 14 October 2022 at 9:26)

17B. Annual registration fee

[Section 17B Inserted by No. 79 of 2009, s. 8, Applied: 01 Jan 2010]

- (1) *[Section 17B Subsection (1) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* A person –
- (a) *[Section 17B Subsection (1) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* who is granted registration; or
 - (b) *[Section 17B Subsection (1) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* whose registration is renewed –
 - (c) *[Section 17B Subsection (1) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* must pay to the Board an annual registration fee prescribed in the regulations for each calendar year, or part of a calendar year, during which the registration has effect.
- (2) An annual registration fee is to be paid on or before 31 December in the calendar year immediately preceding the calendar year to which the fee relates.
- (3) *[Section 17B Subsection (3) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* A person may pay more than one annual registration fee (in this section called the "**advance fee**") when paying a registration fee that is due (in this section called the "**due fee**"), but may not pay an advance fee in respect of a calendar year that would occur after the current period of the registration is due to expire.
- (4) If a person pays an advance fee of the same amount as the due fee, the amount paid for the advance fee is taken to be full payment of the annual registration fee for the calendar year in respect of which it is paid.
- (5) The Board may provide on or after 14 November in a calendar year a list of registered teachers –
- (a) *[Section 17B Subsection (5) amended by No. 11 of 2013, Sched. 1, Applied: 01 Jan 2013]* whose registrations are due to expire on 31 December in that calendar year; and
 - (b) who have not paid, in accordance with this section, the annual registration fee for the next calendar year.
- (6) A list under subsection (5) may include full names and the registration numbers of the teachers mentioned in the list.
- (7) For the avoidance of doubt, it is declared that –
- (a) before the commencement of the Teachers Registration Amendment Act 2009, the reference in section 14A(1), as in force before the commencement of that Act, to a person who is registered, or whose registration is renewed, included a reference to a person who was provisionally registered, or whose provisional registration was extended, under this Act before the commencement of that Act; and
 - (b) a fee demanded and paid under that section before the commencement of the Teachers Registration Amendment Act 2009 in respect of the grant, or extension, of provisional registration is taken to have been validly demanded and paid.