

# Membership Subscription Fee Payment Plan Agreement

This Membership Subscription Fee Payment Plan Agreement (**Agreement**) applies when you are paying your annual Law Society of Western Australia Inc (**Law Society**) membership subscription fee (**Membership fee**) in monthly instalments using your credit card or debit card.

Your Agreement with the Law Society comprises the terms set out below. The Agreement details your rights and responsibilities when undertaking to pay your annual membership subscription (**Membership**) in monthly instalments under the Part Payment Plan (**Plan**).

Please carefully read the terms below to ensure that you understand them.

## General:

- Your Membership commences upon approval of your application and concludes on 30 June of the Membership year (**Membership Period**).
- Your Membership fee must be paid in full by the end of the Membership Period under the Agreement.
- You will pay your Membership fee in equal monthly instalments, the amount of which is set out in your Plan schedule.
- A \$10 administration fee is payable for processing applications for the Plan.
- For new members, your Membership Period commences when your Membership application has been approved.
- The initial confirmation of your Plan schedule will be sent to you prior to the first payment date.
- Your account details will be kept secure and confidential.
- Your first monthly instalment will be processed from your nominated credit/debit card within the first month from the date your application is approved.
- Subsequent payments will be processed on a scheduled day each month. The exact time of the payment being deducted from your account will depend on your financial institution – please contact them if you require it.
- You authorise the Law Society to process and continue to process the instalments for your Membership from your nominated credit card/debit card.
- If your payment date occurs on a non-business day, the payment will be processed on the next business day or as soon as practicable possible after this date.
- The Society reserves the right to cancel your Plan if two consecutive payments are returned unpaid from your financial institution. In the event that this happens any unpaid portion of the Membership fee will be due for payment in full immediately. You will not be entitled to any refund for fees paid by monthly instalment under this Agreement prior to the date the cancellation takes effect.
- If you cancel your Plan or it is cancelled by the Law Society and payment for any unpaid portion of your Membership remains owing for more than 14 business days from invoice or you suspend your credit/debit card Authority with your financial institution, the Law Society reserves the right to cancel or suspend your Membership.
- Should your Membership be cancelled as a result of unpaid instalments of your Plan, you may be liable for these outstanding fees should you wish to re-join the Law Society in the future.
- The Law Society will invite you to automatically roll over your Plan each year.
- The Society will provide you with a transaction receipt for your payments at the conclusion of your Membership Period. You will receive this receipt via email or alternatively you can access it through the Member portal page on the Law Society's website.

- The Law Society will retain your account details during the term of this Agreement and these details will be used by the Society for the sole purpose of processing your monthly instalments under the Plan.

## Changes to your card payment details:

- You must notify the Law Society in writing no later than three full business days prior to your next payment being due.

## Refunds

- Refunds will be paid in accordance with the Law Society's Refund Policy.

## Your responsibilities are:

- To ensure that sufficient cleared funds are available in your nominated credit/debit card to meet the payment on the due date. Where there are insufficient funds to cover your payment, your financial institution may charge you a fee.
- To advise the Law Society if you close your account or if your account or card details change (including the card expiry date) immediately in writing and, if requested, provide the Law Society with updated payment details.
- To advise the Law Society if and when the card payment has been stopped by you at your financial institution.

## Privacy Statement

The LAW SOCIETY OF WESTERN AUSTRALIA (INC) is bound by the National Privacy Principles, and from March 2014, the Australian Privacy Principles, under the Privacy Act and we are committed to ensuring the privacy of the information our members and other individuals provide to us. We understand that your personal information, and how we use it, is very important to you.

As well as being used for the purpose of processing your application, any personal information that is provided may also be used by the Society in the course of, or for the purpose of, performing its various membership functions. Information may only be provided to third parties in accordance with our Privacy Policy a copy of which can be accessed on our website by [clicking here](#). Our Privacy Policy contains detailed information about how, why and when personal information is collected, held, used and disclosed by us, the consequences if information isn't provided, third party or overseas disclosures, access or correction requests and complaints.