

1. Purpose

This policy establishes the terms and conditions under which a Group Membership is assigned a tiered pricing bracket, and the ongoing obligations of Group Membership Owners in maintaining its eligibility. Group Membership provides the opportunity for every staff member of an eligible school, institution or organisation access to PESA's membership benefits, with pricing proportionate to the size and nature of the organisation, so that every educator across Australia's education sector has a fair and equitable chance to access wellbeing professional learning.

2. Scope

This policy applies to:

- Every Group Membership offered by PESA under the membership structure effective from October 2026, replacing the former Institutional, Institutional Large and Corporate memberships.
- PESA staff and volunteers responsible for processing membership applications.

3. Definitions

Term	Definition
Group Membership	A single PESA membership covering all staff of one Eligible Organisation, priced under Levels 1–4 (Section 4) which are based on size or, where Section 6 applies for larger education bodies.
Eligible Organisation	A single school, institution or organisation operating as one entity: one school site verified against MySchool data, or one legal/operational entity for non-schools. Does not include a system, network, department or federation of multiple such entities.
Membership Owner	The individual nominated to administer a Group Membership, responsible for its member list under Section 7
Eligible Member	A current staff member of the Eligible Organisation holding the membership.
System-Level Membership	A membership for an entity that is not a single Eligible Organisation, priced by bespoke quote under Section 6.
Community of Practice	An organised professional network without a single bounded employer or staff list; treated as a System-Level Membership under Section 6.

4. Membership Tiers and Pricing

Every Group Membership pays the same standard base cost, plus a variable cost set by the number of teaching staff at the Eligible Organisation (Section 5).

Level	Who for	Base cost	Variable	Total Incl. GST
Level 1	<ul style="list-style-type: none"> Australian schools with 0-20 teaching staff* Not for profits and charities (classified as small with ACNC) 	\$600	\$100	\$700
Level 2	<ul style="list-style-type: none"> Australian schools with 21-40 teaching staff* 	\$600	\$200	\$800
Level 3	<ul style="list-style-type: none"> Australian schools with 41-80 teaching staff* 	\$600	\$250	\$850
Level 4	<ul style="list-style-type: none"> Australian schools with 81+ teaching staff* International schools All other non-schools (organisations, universities, TAFE/VET, etc.) 	\$600	\$350	\$950

* Verified by MySchool data

5. Eligibility and tier determination

For Australian schools, tier placement is set by teaching staff numbers as verified against MySchool data.

Not-for-profit organisations and charities classified as small with the ACNC are placed at Level 1, provided they meet that ACNC classification independently. An organisation that is not in MySchool data but also does not meet the small-charity classification. For example, a not-for-profit university is not eligible for Level 1 and defaults to Level 4.

Any Eligible Organisation not captured in MySchool data, such as international schools, VET/TAFE institutions, universities and other non-school organisations, is placed at Level 4 by default, provided it is a single Eligible Organisation under Section 5. Where it is not, Section 6 applies instead.

6. System-level membership

Departments and systems of education, dioceses, multi-site or multi-campus organisations, and communities of practice are priced individually rather than through Levels 1–4, because their scale and structure aren't reflected in a single school's or organisation's staff count.

A System-Level quote is prepared by PESA on application, based on the entity's actual scale. For example, the number of participating schools or sites, or the size of the network, with a floor no lower than the standard Level 4 fee. Quotes are approved by the Board.

This pathway applies to new applicants of this kind, and to any existing membership reclassified as System-Level.

7. Group Membership Owner responsibilities

Each Group Membership has one nominated Owner, who:

1. Maintains an accurate, current list of individual members, limited to genuine current staff of the Eligible Organisation.
2. Monitors the new-member notification PESA's Member Portal sends each time someone joins the membership, and queries or removes any addition who is not genuine staff.
3. Cooperates with PESA's Annual Verification (Section 8), including confirming member eligibility in writing and providing supporting evidence on request.

If PESA notices that a membership's staff numbers exceed what MySchool data indicates, PESA will contact the Owner to validate staffing and make any changes needed. This check can happen at any time, not only as part of the Annual Verification (Section 8).

8. Annual verification and review

Every Group Membership and System-Level Membership is reviewed once a year, timed to the membership's renewal.

As part of the review:

- The Owner confirms in writing that every listed member is current staff of the Eligible Organisation.
- PESA cross-checks school memberships against current MySchool data.
- For System-Level Memberships, PESA requests updated participation data (for example, current school or site count).

Where a membership's actual size or composition no longer matches its declared tier or the basis of its original quote, PESA reserves the right to reclassify it to a higher Level, or to System-Level and adjust fees from the next renewal.

9. Non-compliance

If an Owner does not respond to the Annual Verification within a reasonable period, or PESA finds that a membership includes individuals outside the Eligible Organisation, PESA may:

- Suspend new sign-ups to that membership until resolved.
- Remove ineligible members.
- Reclassify the membership and adjust its fee.
- Decline to renew the membership, in cases of repeated or wilful non-compliance.

10. Transition arrangements for existing memberships

A membership that held a staff-number cap under a prior PESA membership category is eligible to add additional staff to their membership from October 16th, 2026, when this policy is in effect.

For memberships renewing at the time of the change of membership structure, the following applies:

- A membership due for renewal in August, September or October 2026 that has already been issued a renewal notice may remain on the pricing shown on its outstanding invoice. Once that invoice is paid and the membership reactivated, it becomes eligible to add staff to the membership.
- A membership due for renewal after the cutover that has not yet been issued a renewal notice transitions to the new pricing structure.

Access for all existing Group Memberships will open to all staff of that institution or organisation from 16 October 2026.

11. Refunds, cancellations and dispute resolution

Cancellation and refunds of a Group Membership are governed by [PESA's constitution](#) (Articles 6.4(d)(i), 6.5(c)–(d) and 8.1–8.3), which this policy does not duplicate. In summary: a membership may be cancelled by written notice, or ceases automatically after sustained non-payment; fees already paid are not refunded on a pro-rata basis.

That no-refund position also applies to a change PESA makes to a membership's fee during its membership year. Any such change takes effect from the membership's next renewal, not part-way through the current paid year, and a change in an organisation's staff numbers during the year does not itself entitle the membership to a refund or fee adjustment before renewal.

A Group Membership Owner who disagrees with a tier placement or reclassification should raise it with the PESA CEO. Disputes that remain unresolved after this step are handled under Article 19.5 of the constitution.

12. Policy Governance

This policy will be reviewed every two years, or earlier if required due to changes in legislation, constitution, organisational structure, or membership program design. Any amendments to this policy will be approved by the PESA Board of Directors and communicated to all current student members.

13. Contact and Enquiries

For enquiries regarding group membership, please contact:

Organisation: PESA Wellbeing Education

Email: contact@pesa.edu.au

Website: www.pesa.edu.au/membership

Postal Address: PO Box 20, New Lambton, NSW 2305

This policy is approved by the PESA Board of Directors and is effective from 22nd October 2026. Printed copies may not reflect the most current version. Please refer to the PESA website for the latest version of this policy.

Review Date:

This policy will be reviewed every two years.

Reviewed October 2026

Due for Review October 2028