1. Purpose

This policy establishes the terms and conditions under which full-time tertiary students are eligible to receive complimentary Individual membership of Positive Education Schools Association (PESA). The Student Membership initiative is designed to support the next generation of wellbeing education professionals by providing students with access to PESA resources, networks, and professional development opportunities at no cost during their period of study.

2. Scope

This policy applies to:

- All applicants seeking student membership of PESA.
- PESA staff and volunteers responsible for processing membership applications.

3. Definitions

Term	Definition
Full-Time Student	A person enrolled in a recognised tertiary institution undertaking a study load defined as full-time by that institution (typically 0.875 to 1.0 equivalent full-time student load (EFTSL) per year, or as otherwise defined by the institution).
Tertiary Institution	An Australian or internationally recognised university, higher education provider, TAFE, or registered training organisation (RTO) offering qualifications at AQF Level 5 or above (Diploma and above), or equivalent international qualification level.
Student Membership	A complimentary Individual membership category offered by PESA to eligible full-time students, providing access to standard Individual membership benefits for the duration of the membership period.
Membership Period	The period during which a student's PESA membership is active, typically aligned to the academic year or a defined period from the date of approval.
Proof of Enrolment	Documentation provided by the applicant to verify their current full-time enrolment at an eligible tertiary institution.
TEQSA	The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

4. Eligibility Criteria

To be eligible for PESA Student Membership, an applicant must meet all of the following criteria:

4.1 Enrolment Status

- Be currently enrolled as a full-time student at an eligible tertiary institution at the time of application.
- Remain enrolled as a full-time student for the duration of the membership period.
- Not be enrolled solely in an online short course, micro-credential, or professional development certificate that does not confer a formal AQF-recognised qualification.

4.2 Eligible Institutions and Qualifications

Student membership is available to students enrolled at recognised tertiary institutions, including:

- Australian universities (members of Universities Australia or other TEQSA-registered higher education providers).
- TAFE institutes and registered training organisations (RTOs) offering qualifications at AQF Level 5 (Diploma) or above.
- International universities and higher education providers of equivalent standing.
- Private higher education providers registered with TEQSA or an equivalent regulatory body.

Eligible qualifications include, but are not limited to:

- Bachelor degrees (AQF Level 7)
- Graduate certificates and graduate diplomas (AQF Levels 8)
- Masters degrees (AQF Level 9)
- Doctoral degrees (AQF Level 10)
- Diplomas and Advanced Diplomas (AQF Levels 5–6) in a relevant field e.g. psychology, youth work, wellbeing, education.

4.3 Ineligibility

An applicant is not eligible for Student Membership if they:

- Are enrolled on a part-time basis only.
- Have already completed their qualification and graduated.
- Are enrolled in a non-accredited short course or professional development program only.
- Currently hold a paid PESA membership in any category.
- Have had a previous PESA membership terminated for misconduct or breach of the PESA Constitution.

5. Proof of Enrolment

All applicants must provide satisfactory evidence of current **full-time enrolment**. PESA accepts the following forms of proof:

5.1 Accepted Documentation

Document Type	Requirements

Student ID Card	Current academic year. Must display: student name, student ID number, institution name, full-time enrolment status and a current expiry date or academic year. A clear photograph or scanned copy is acceptable.
Official Enrolment Confirmation Letter	Issued by the institution's student administration or registrar. Must confirm full-time enrolment status, current academic period, and the qualification being studied. Must be dated within the last three (3) months.
Fee Invoice or Statement of Account	Official fee notice or HECS-HELP / student loan statement from the institution confirming full-time enrolment for the current study period. Must be dated within the last three (3) months.
Student Portal Screenshot	A screenshot from the institution's official student portal (e.g., student hub, my.institution.edu.au) clearly showing the student's name, enrolment status as 'full-time', and the current study period. Must be dated and legible.

5.2 Documentation Standards

- All documents must be submitted in English, or accompanied by a certified English translation.
- Documents may be submitted as clear digital photographs, scanned copies, or PDF files.
- All personal information (name, student ID, institution) must be clearly visible and legible.
- PESA reserves the right to request additional documentation if the evidence provided is unclear, incomplete, or raises questions about eligibility.
- Fraudulent documentation will result in immediate cancellation of membership and may be referred to relevant authorities.

5.3 Privacy of enrolment information

- All data will be handled as per PESA's Privacy Policy found here: www.pesa.edu.au/policies
- Provided documentation is securely stored and not shared externally.

6. Membership Details

6.1 Membership Category

Approved student applicants will be granted an Individual membership, which is the standard individual membership category offered by PESA. Student members receive all benefits associated with the Individual membership tier at no cost.

6.2 Membership Fee

Student membership is provided free of charge. No membership fee is payable during the approved membership period. This concession applies only to the Individual membership category and does not extend to any other membership tier.

6.3 Membership Period and End Date

- One student membership is granted for the period of the member's academic enrolment.
- PESA reserves the right to merge or cancel duplicate accounts.
- The membership end date will be clearly communicated to the member upon approval.

- Membership does not automatically renew.
- Members wishing to continue their PESA membership after the membership period expires must reapply and provide updated proof of enrolment.
- The maximum cumulative period for which a person may hold student membership is five (5) years.

7. Application Process

7.1 How to Apply

Applications for Student Membership must be submitted through PESA website (pesa.edu.au/membership). Paper or email applications are not accepted unless an accessibility exemption has been granted by PESA.

7.2 Application Requirements

A complete application must include:

- A fully completed application form.
- At least one form of acceptable proof of enrolment (as listed in Section 5).
- The applicant's full legal name, email address, and contact details.
- The name of the institution enrolled in.
- Acknowledgement and agreement to PESA's Constitution and Terms of Membership.

7.3 Processing Timeframe

PESA will process complete applications within ten (10) business days of receipt. Incomplete applications will be returned to the applicant with a request for the outstanding information. PESA is not responsible for delays caused by incomplete submissions.

7.4 Notification of Outcome

The applicant will be notified of the outcome of their application by email. If approved, the notification will include:

- Confirmation of membership approval.
- Membership start and end dates.
- Instructions for accessing member benefits and the PESA member portal.

8. Member Obligations

Student members must:

- Notify PESA promptly if they cease to be enrolled as a full-time student for any reason, including graduation, withdrawal, deferral, or a change to part-time status.
- Not transfer, share, or misrepresent their membership to any other person.
- Abide by the PESA Constitution and applicable PESA policies.
- Provide accurate and truthful information in all dealings with PESA.
- Update PESA with any changes to their contact details or institution.
- Refrain from using the PESA member designation for commercial purposes without prior written approval.

9. Cessation and Suspension of Membership

9.1 Automatic Cessation

Student membership will automatically cease upon:

- The expiry of the membership period without renewal.
- The member graduating, completing, or otherwise concluding their enrolled qualification.
- The member ceasing to be enrolled as a full-time student.
- The member reaching the maximum cumulative student membership period of five (5) years.

9.2 Cancellation by Member

A member may cancel their student membership at any time by providing written notice to PESA at contact@pesa.edu.au. No refund is applicable given that no fee is charged.

9.3 Cancellation by PESA

PESA reserves the right to cancel or suspend a student membership where:

- The member is found to have provided false, misleading, or fraudulent information in their application.
- The member no longer meets the eligibility criteria and has failed to notify PESA.
- The member has breached the PESA Constitution or any PESA policy.
- The member's conduct is found to be detrimental to PESA or its members.
- It has been granted in error.

Where PESA proposes to cancel or suspend a membership for reasons other than automatic cessation, the member will be given fourteen (14) days written notice and an opportunity to respond before a final decision is made.

9.4 Transition to Paid Membership

Upon graduation or ceasing to meet the eligibility criteria for student membership, former student members are encouraged to transition to a paid PESA membership. PESA may, at its discretion, offer transitional membership pricing to support this move into professional membership.

10. Policy Review

This policy will be reviewed every three years, or earlier if required due to changes in legislation, 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.

11. Contact and Enquiries

For enquiries regarding student 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