



# Reduced fees Policy

<b>Revision history - Version</b>	<b>Status</b>	<b>Created - date</b>
Version 1	Discontinued	February 2023
Version 2	Discontinued	February 2024
Version 3	Active	February 2025
Next revision due: February 2028		

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED. The electronic version of this document is the approved and most current. Any printed version is uncontrolled and may not be current. You can read the current, controlled version of the Reduced fees policy on UKPHR's website.

# UKPHR's Policy for reduced fees

## 1. Purpose

- 1.1. This document sets out the policy and procedure UKPHR intends to operate in respect of registrants who wish to apply for consideration of a reduction of their annual renewal fee due to a temporary reduction in income because of hardship.
- 1.2. UKPHR registration is assurance of competent public health practice for the purpose of public protection.
- 1.3. A registrant who retires completely or ceases practicing public health entirely and therefore experiences a reduction in income poses no risk of harm to the public and need not therefore be on UKPHR's register.

## 2. Eligibility

- 2.1. Registrants will be eligible for a reduction in their annual renewal fees if they can evidence that they have experienced a reduction in income due to receiving only at least one of the following support for a minimum of 2 months:

- Statutory maternity pay
- Maternity allowance
- Statutory paternity pay
- Statutory adoption pay
- Statutory sick pay
- Employment Support Allowance
- Universal credit
- Personal Independence Payment (PIP)
- Industrial Injuries Disablement Benefit

- 2.2. Please note that a reduction in income due to part-time working/contracting/freelancing/reduced hours does not constitute eligibility to receive a reduction in annual renewal fees.

## 3. Available support

- 3.1. If an application for reduced fees is successful, registrants will receive a 50% reduction in their annual renewal fees, applicable only for the next annual renewal due.
- 3.2. If a registrant is paying their current annual renewal fees via monthly direct debit instalments, these will continue with no reduction, and their next annual renewal fee will be discounted. The following year, after the discounted year, the full annual renewal will be due, unless another successful reduced fees application is submitted.
- 3.3. If an application is unsuccessful, the full annual renewal fee will be applicable.

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED. The electronic version of this document is the approved and most current. Any printed version is uncontrolled and may not be current. You can read the current, controlled version of the Reduced fees policy on UKPHR's website.

- 3.4. A registrant may successfully apply for a reduction in fees for two consecutive renewal years. However, a third consecutive application will not be accepted by UKPHR, and it will be recommended that the registrant voluntarily withdraws their registration if they have not practised public health for two years and do not plan to do so for at least a further year.
- 3.5. A registrant who voluntarily withdraws their registration will not have to pay their annual renewal fee and their name will no longer be visible on the Register. Should a registrant later return to work, they can apply for restoration to the Register, which may incur a one-off restoration fee and renewal fees in arrears. Please refer to UKPHR's Lapsed, Restoration and Withdrawal policy for further information on withdrawal and restoration of registration.

## 4. Process

- 4.1. Registrants must apply for consideration of reduction of annual renewal fees via an application made directly to UKPHR's Registrar, alongside satisfactory evidence. The assessment of the application will incur no fee. The application is available to registrants within their online portal.
- 4.2. The application to be considered for a reduced fee is only available outside of renewal season (between 23<sup>rd</sup> July and 7<sup>th</sup> April each year) so that the discount can be applied once the renewal season is open. Therefore, registrants are advised to submit an application at their earliest opportunity in order to ensure that it is applied for the next applicable annual renewal year.
- 4.3. If UKPHR later discovers that a registrant has not provided full and honest details when making an application, UKPHR will investigate, and the resulting conclusion could result in a fitness to practice case being brought against the registrant.

## 5. Evidence

- 5.1. In applying for consideration of reduction of annual renewal fees, registrants must provide at least one piece of evidence to support their request.
- 5.2. The following types of evidence will be accepted as appropriate evidence:
  - **Statutory maternity pay** - Maternity Certificate form (MAT B1) covering a period within the past year *and* other satisfactory evidence of receiving only Statutory Maternity Pay (SMP) from your employer for at least 2 months within the past year
  - **Maternity allowance** - Maternity Certificate form (MAT B1) covering a period within the past year *and* other satisfactory evidence of receiving only Maternity Allowance for at least 2 months within the past year
  - **Statutory paternity pay** - SC3, SC4, SC5 form submitted to employer *and* any other satisfactory evidence of receiving only Statutory Paternity Pay (SPP) for at least 2 months within the past year
  - **Statutory adoption pay** – SC6 form submitted to employer *or* a Matching Certificate (or equivalent) from the adoption agency or if it is an overseas Adoption, a Certificate of Eligibility from the UK Authority which confirms the

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED. The electronic version of this document is the approved and most current. Any printed version is uncontrolled and may not be current. You can read the current, controlled version of the Reduced fees policy on UKPHR's website.

suitability to adopt *and* any other satisfactory evidence of receiving only Statutory Adoption Pay (SAP) for at least 2 months within the past year

- **Statutory sick pay** – Fit or sick note provided to employer *and* any other satisfactory evidence of receiving Statutory Sick Pay (SSP) for at least 2 months within the past year
- **Employment Support Allowance** – Proof of benefit letter (requested online through gov.uk) to confirm that you have or are currently receiving Employment Support Allowance for at least 2 months within the past year
- **Universal Credit** - Proof of benefit letter (requested online through gov.uk) to confirm that you have or are currently receiving Universal Credit for at least 2 months within the past year
- **Personal Independence Payment (PIP)** – PIP award letter evidencing that you have or are currently receiving PIP for at least 2 months within the past year
- **Industrial Injuries Disablement Benefit** - BI100A or BI100PD form submitted *and* any other satisfactory evidence of receiving Industrial Injuries Disablement Benefit for at least 2 months within the past year

## 6. Appeals

- 6.1. A decision made by the UKPHR's Registrar regarding a reduction in fees is not appealable.

## 7. Review cycle and contact information

- 7.1. This policy should be reviewed and updated annually.
- 7.2. For further information, please contact:

UKPHR  
16a McLaren Building, 46 Priory Queensway, Birmingham B4 7LR  
register@ukphr.org  
Tel. 0121 296 4370