
Council Policy

Policy Name	Financial Hardship Policy Application for Relief from Payment of OAA Fees due to Financial Hardship
Issue Date	March 18, 2003
Revision Dates	February 13, 2025 July 12, 2022 January 27, 2022 September 20, 2018 June 5, 2013 October 1, 2010 October 30, 2009 December 31, 2007

Council has adopted a Policy that OAA fees may be waived or reduced for up to one year by the Executive Director for reasons of financial hardship. The Policy will be reviewed on an annual basis. Requests for relief of a fine incurred due to non-compliance within a Continuing Education Cycle or costs related to Disciplinary Action will not be considered under this Policy.

Waived or reduced fees or fees payable by installments are available to any class of persons required to pay a fee to the Association to maintain their status.

The policy permits fees to be waived or reduced/deferred according to the following criteria:

1. Fees for Architects, Non-Practising Architects and Licensed Technologists that may be waived, reduced or paid by installments under the Financial Hardship Policy:
 - Annual Licence Fee
 - Retroactive Fees for an individual reapplying for licensure within three years of surrendering their licence
 - Annual Certificate of Practice Fee for a Sole Proprietor or for a Corporation where there is a sole shareholder (n/a for Non-Practising Architect)
2. Fees for Intern Architects and Intern Technologists that may be waived or reduced or paid by installments under the Financial Hardship Policy:
 - Annual Intern Architect or Intern Technologist Fee
 - OAA Admission Course Fee may be waived in full, or payment may be deferred from the time of registration until no less than two weeks prior to the start of the Admission Course, or may be paid in equal monthly installments over the period from the start of the registration period to the start of the Admission Course;
 - Late Submission Charges
3. Fees for Retired members may be waived/reduced/deferred under the financial hardship policy:
 - Annual Retired member Fee

All individuals must submit their request, in writing, including the following information:

- i. Identify the fee(s) to be waived, reduced, deferred, paid in installments or a combination of the options;
- ii. The reason for the financial hardship; and
- iii. The estimated time required until full payment of fees may resume, maximum one year period.

The terms of the Financial Hardship Policy are as follows:

1. The individual making the request must be in good standing with the Association.
2. Each application will be reviewed and a decision made to waive or reduce fees or allow payment by instalment as applicable, on a case-by-case basis by the Executive Director.
3. Each individual whose fees are waived, reduced or deferred under the *Financial Hardship Policy* may be required to submit documentation to support the application. Such documentation may include copies of income tax filings by the individual and members of the immediate family. The Executive Director may refer to low income cut offs and low income measures from Statistics Canada in making their decision.
4. Architects, Non-Practising Architects and Licensed Technologists must comply with Continuing Education Program requirements during the period that fees are waived under this policy, unless otherwise agreed by the Executive Director.
5. Intern Architects must comply with requirements under the Internship in Architecture Program during the period that fees are waived under this policy. When granted relief under this policy, Intern Architects should note that time will continue to accumulate towards the five-year period after which the Intern will be subject to the same fee as licensed Architects.
6. Intern Technologists must comply with requirements under the OAA Technology Program during the period that fees are waived under this policy.
7. A request for a waiver or reduction of annual fees must be made between the time of receipt of the annual invoice fee and the end of February of the calendar year to which the fee applies or at the time of re-application for membership, or Intern status.
8. Where the financial hardship period is less than one year, or the one-year financial hardship period ends at some point during the calendar year, the full membership fee for the remainder of the year will be prorated in quarterly increments.
9. Where an individual has already paid fees to the Association and during the period of time that they have suffered a financial hardship, a refund of fees already paid will not be considered.
10. Where an individual has been granted a leave of absence from the profession due to medical or other compassionate grounds, and at the same time is unable to pay the reduced annual membership fee charged under that policy, that reduced annual fee may also be waived where an application is made to do so under this Financial Hardship Policy. All other terms under the Leave Policy would still apply.
11. Re-application by the same individual will be considered on a case-by-case basis. Individuals may receive relief under this policy a maximum of three times within a ten-year period.

Where the Architect, Non-Practising Architect, Licensed Technologist, Intern Architect, Intern Technologist, or Retired Member has been granted a waived or reduced fee, the following should be communicated to the individual in writing:



1. Where an Architect, Non-Practising Architect or Licensed Technologist chooses to surrender their licence during their financial hardship period, the policy *Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension* would apply upon re-application.
2. Where an Intern Architect or Intern Technologist allows their status to lapse during the period of financial hardship, the policy for *Experience Submission Requirements and Retroactive Entry Charges* for any experience recorded during that period would apply on re-application for Intern Architect or Intern Technologist status.

Questions regarding this policy should be directed to OAA Executive Assistant, Executive Services, Tina Carfa at tinac@oaa.on.ca.

