
Council Policy

Policy Name	Licence and Certificate of Practice Refund Policy
Issue Date	November 4, 1993
Revision Dates	October 22, 1998 July 8, 2004 January 18, 2019

Council has adopted a refund policy with respect to Member and Certificate of Practice fees which is available to:

1. Members who have paid the annual licence fee for a given year and resign their membership in good standing;
2. on compassionate grounds, to the families or estates of those Members who have passed away during the year; and
3. All holders of a Certificate of Practice who have paid the annual Certificate of Practice fee for a given year and surrender their Certificate of Practice in good standing.

The criteria which must be met for items 1, 2 and 3 above are the following:

- a) must resign their membership in good standing; and
 - b) not owe any monies to the Association.
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The terms of the refund for Membership fee are as follows:

January 1 until March 31	3/4 of the membership fee minus a \$52.50 administration fee.
April 1 until June 30	1/2 of the membership fee minus a \$52.50 administration fee.
July 1 until September 30	1/4 of the membership fee minus a \$52.50 administration fee.
October 1 until December 31	no refund.

The terms of the refund for Certificate of Practice fee are as follows:

March 1 until May 31	3/4 of the Certificate of Practice fee minus a \$52.50 administration fee
June 1 until August 31	1/2 of the Certificate of Practice fee minus a \$52.50 administration fee
September 1 until November 30	1/4 of the Certificate of Practice fee minus a \$52.50 administration fee
December 1 until February 28	no refund

