



Policy Name	Financial Hardship Policy Application for Relief from Payment of OAA Fees due to Financial Hardship for Architects, Non-Practising Architects, Licensed Technologists OAA, Intern Architects, and Retired Members
Issue Date	March 18, 2003
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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 will not be considered under this Policy.

Waived or reduced fees or fees payable by installments are available to:

1. Architects who are practising architecture or working in a related or unrelated field either full-time or part-time, and are able to meet Continuing Education requirements, but are not able to meet their financial obligations to the Association for reasons of financial hardship.
2. Architects who are sole practitioners who are able to complete Continuing Education requirements and at the same time are able to practise architecture full-time or part-time but are not able to meet their financial obligations to the OAA for reasons of financial hardship.
3. Licensed Technologists OAA who are practising architecture within the terms conditions and limitations of their licence, or who are working in a related or unrelated field either full-time or part-time, and are able to meet their Continuing Education requirements, but are not able to meet their financial obligations to the Association for reasons of financial hardship.
4. Licensed Technologists OAA who are sole practitioners who are able to complete Continuing Education requirements and at the same time are able to practise architecture full-time or part-time, within the terms, conditions and limitations of their licence, but are not able to meet their financial obligations to the OAA for reasons of financial hardship.
5. Non-Practising Architects who are employed as prescribed under the terms, conditions and limitations of their licence, but are not able to meet their financial obligations to the Association for reasons of financial hardship.
6. Intern Architects who are able to complete the requirements of the Intern Architect Program and at the same time are able to work in architecture or a related field but are not able to meet their financial obligations to the OAA for reasons of financial hardship.

7. Architects, Non-Practising Architects, Licensed Technologists OAA and Intern Architects who are unemployed and are not able to meet their financial obligations to the OAA for reasons of financial hardship.
8. Retired members who are not able to meet their financial obligations to the OAA for reasons of financial hardship.

The policy permits an individual whose fees have been waived or reduced/deferred to maintain his/her licence, Certificate of Practice, or, Intern Architect or Retired member status during the specified period, provided that all criteria set out in this policy are met.

1. The following fees for Architects, Non-Practising Architects and Licensed Technologists OAA 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 his/her 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. The following fees for Intern Architects may be waived or reduced or paid by installments under the Financial Hardship Policy:
 - Annual Intern Architect Fee
 - 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. The following fees for Retired members may be waived/reduced/deferred under the financial hardship policy:
 - Annual Retired member Fee.

The following criteria must be met by the Architects, Sole Proprietors, Non-Practising Architects, Licensed Technologists OAA, Intern Architects, and Retired members who request a waiver, reduction or deferral of fees under the Financial Hardship Policy.

All individuals must request in writing that OAA fees be waived or reduced and including the following:

- i. Identify the fee(s) that they are requesting be waived, reduced, deferred, paid in installments or a combination of the options.
- ii. The reason for the financial hardship
- iii. The estimated time required until full payment of fees may resume.

The terms of the financial hardship policy are as follows:

1. Architects, Non-Practising Architects, Licensed Technologists OAA, Intern Architects, and Retired members whose fees are waived or reduced must be members in good standing.
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.
4. Architects, Non-Practising Architects and Licensed Technologists OAA must comply with Continuing Education Program requirements during the period that fees are waived under this policy.
5. Intern Architects must comply with requirements under the Intern Architect 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 those members who are licensed architects.

6. Supporting documentation may be requested by the OAA to substantiate the request for a waiver or reduction of fees based on family income. The documentation may include copies of income tax filings by the individual and members of his/her immediate family. In considering this request, the Executive Director may refer to the most current *Low income Cut Offs* and *Low Income Measures* from *Statistics Canada* that sets out low family income levels for different sizes of families and communities in various geographic areas.
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 architect 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 covered by those fees advises the OAA 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.
12. Relief under this policy may be granted a maximum of three times within a ten-year period.

Where the Architect, Non-Practising Architect, Licensed Technologist OAA, Intern Architect, 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 OAA chooses to surrender his/her licence or during his/her 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 allows his/her 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 status.

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