

## Non-Practising Fee Administration Policy

**Effective Date:** January 16, 2017 (updated May 31, 2023)

### Overview

The College Council approved a reduction of 50% in member annual fees for non-practising members effective for the 2017 annual renewal period at its January 16, 2017, Council meeting.

### Administration of Non-Practising Fee

1. Members who were in the College member database as being non-practising by 11:59 pm on January 16, should have paid member annual fees reduced by 50% for the annual renewal period.
2. Members who wish to change their status from 'practising' to 'non-practising', on or after January 16, will be charged an administrative fee. (Refer to the [Schedule of Fees and Penalties](#))
3. There will be no refunds due for Members who wish to change their status from 'practising' to 'non-practising'.
4. Members who wish to change their status from 'non-practising' to 'practising' after January 16, will be charged an administrative fee and pro-rated practising membership fees.
5. If the request to change status from 'non-practising' to 'practising' was received by the College before or on the 15th day of the month, the pro-rated fees as a non-practising member would not include the month the request was received. (Example: Request by March 15, the pro-rated fees would be for 2 months of the full year non-practising fees). In addition, the pro-rated fees as a practising member will be charged to the member. Please refer to Schedule A below.
6. If the request to change status from 'non-practising' to 'practising' was received by the College after the 15th day of the month, the pro-rated fees as a non-practising member would include the month the request was received. (Example: Request by March 18, the pro-rated fees would be for 3 months of the full year non-practising fees). In addition, the pro-rated fees as a practising member will be charged to the member. Please refer to Schedule A below.

7. Members who wish to change their status to 'non-practising', must first complete, sign, and return the undertaking in Schedule A associated with the College's Non-Practising Status policy to the College. In accordance with the College's Non-Practising Status policy, a member who fails to submit the completed and signed undertaking will continue to be subject to the conditions of registration with the College, including the practice hour requirement.

### **Newly registered members**

8. While the College discourages new applicants from initial registration as non-practising status, it is allowed for newly registered members to secure a practice location following registration. For those new members who must initially register as non-practising, the College encourages them to secure a practice location within a maximum six months to change their status to 'practising'.
9. Should newly registered members wish to change their status to 'practising' within a maximum of six months from their initial registration date, the administrative fee will be waived.

## Schedule A: How pro-rated portion of a member's annual fee is calculated

Changing status from Non-Practising (NP) to Practising (P), assuming full year fees as NP were paid during the renewal period.

**Note: Below are fictitious amounts used for illustration purposes only.** Please refer to the College's [Schedule of Fees and Penalties](#) for current rates.

<b>A. Request to change on or before January 15</b>	<b>CA\$</b>
Full year fees as Practising member	1,000.00
Less: Full year fees as Non-Practising (already paid)	(500.00)
<b>Bill to member (+ Administration fees)</b>	<b>500.00</b>

<b>B. Request to change between January 16 to February 15</b>	<b>CA\$</b>
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * 1 month]	(41.67)
Remaining fees received	458.33
New fees as Practising member – Q1 (up to March 31)	916.67
Less: Remaining fees received (see above)	(458.33)
<b>Bill to member (+ Administration fees)</b>	<b>458.34</b>

<b>C. Request to change between April 1 to April 15</b>	<b>CA\$</b>
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * 3 months]	(125.00)
Remaining fees received	375.00
New fees as Practising member – Q2 (Apr 1 – Jun 30)	750.00
Less: Remaining fees received (see above)	(375.00)
<b>Bill to member (+ Administration fees)</b>	<b>375.00</b>

<b>D. Request to change between October 16 to October 31</b>	<b>CA\$</b>
Full year fees as NP member	500.00
Less: Pro-rated NP fees [(Full year / 12) * 10 months]	(416.67)
Remaining fees received	83.33
New fees as Practising member – Q4 (Oct 1 – Dec 31)	250.00
Less: Remaining fees received (see above)	(83.33)
<b>Bill to member (+ Administration fees)</b>	<b>166.67</b>