

Policy

Type:	Registration		
Number:	113		
Name:	Fee Refund Policy		
Status:	Final	Version #:	3
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Purpose/Rationale

To establish the criteria for refunds of the annual registration and/or examination fees. It is recognized the College incurs costs related to registration and the examination and requires remuneration for some of those costs.

Principles

The College's refund policy is based on the general principles of fairness, transparency and consistency.

1. The Council of the College has set fees for various services which enable the College to have sufficient revenues to carry out its day-to-day operations as established by the *Regulated Health Professions Act, 1991* and the *Kinesiology Act, 2007* and the regulations relating to these acts. The College operates as a not-for-profit corporation without share capital.
2. Refund of the annual registration and other fees are provided under the conditions listed below.
3. Eligibility for a refund will be determined based on the date the member/applicant makes the request in writing to the College.
4. Refunds will normally be processed within six (6) weeks after eligibility has been determined.
5. If a member/applicant has incurred an obligation to pay fees, but has not yet paid in full, the refundable amount is applied to reduce the outstanding balance.
6. The following fees will not be refunded:
 - a. Application
 - b. Jurisprudence e-learning Module

Policy

Annual fee

The Registrar shall issue a refund to a member who has paid the General annual fee and,

- a) Who changes their General certificate to Inactive between September 1 and May 31.

The amount of the refund will be equal to the annual fee paid *minus* the following:

- a) \$225 – if the change in membership occurs between September 1 – November 30
- b) \$350 – if the change in membership occurs between December 1 – February 28
- c) \$525 – if the change in membership occurs between March 1 – May 31
- d) There will be no refund if the change in membership occurs between June 1 and August 31.

Members moving to the Inactive Class will have the \$50 Inactive Class application fee deducted from their refund.

***No refund will be issued for a member who resigns their certificate of registration. Examination fee**

The Registrar shall issue a refund to an applicant who has paid the examination fee and,

- a) Who wishes to withdraw from writing the entry to practice examination and,
- b) Does not wish to have the examination fee credited towards the next examination.

The amount of the refund will be equal to the examination fee paid minus the following:

- a) 50% of the examination fee if the withdraw request occurs at least 15 calendar days before the examination date.
- b) Applicants who do not withdraw within 15 calendar days of the examination date and decide not to write the examination will not receive any refund.
- c) Applicants who withdraw within 15 calendar days of the examination date with a documented illness or on compassionate grounds may be granted a partial refund of 85% of the examination fee. The Registrar will consider such requests on a case-by-case basis.