



# POLICY & PROCEDURE

Administration  
Number: 8.25

Approved by Council: June 6, 2000

Issued:

Updated: September 12, 2002

Replaced:

## TOPIC: PRO-RATED DUES/REFUNDS

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### Pro-Rated Dues:

1. Registration fees charged to members on the Practising Register, Inactive Register, and Examination Candidate Register will be pro-rated once a year.
2. Pro-rated fees will apply to new registrants, re-registrants and to those who transfer to the Practising Register after July 31 of each year.
3. Physiotherapists who are required to attend orientation or undertake other employment requirements in the month(s) prior to the actual start of work, are considered to be undertaking these activities as a physiotherapist and will be required to be registered in the month when these activities take place. If the applicant is receiving orientation in July, he/she must be registered and will not be eligible for the pro-rated fee.

### Refunds:

1. The Council has ruled that there will be no refunds issued to members. This applies to situations where the physiotherapist leaves the province, transfers to the Inactive Register, goes on sick or maternity leave.
2. For applicants who have submitted payment of registration fees and annual dues and, for whatever reason, do not follow through with registration. An administration fee will be retained. The Council will retain the registration fees submitted, to cover the costs of the work completed by the office in processing the application.

### References:

Bylaw Article III – Fees 1.6