

CONTENTS

WAIVING OF LATE RENEWAL FEES	2
REFUND OF MEMBER ANNUAL FEES AND DUES	3

WAIVING OF LATE RENEWAL FEES

Effective October 2019; originally approved September 2019

The waiving of renewal late fees will only be granted in specific situations.

Regulated members seeking relief from a late fee on their renewal of the practice permit must do so in writing to the Registrar. Regulated members must provide the written request by October 15.

The Registrar will not approve requests for the waiving of a renewal late fee for any of the following reasons:

1. The regulated member failed to submit the renewal application before the deadline
2. The regulated member failed to complete all elements of the renewal process (including submitting payment or ensuring all professional requirements related to liability insurance and Continuing Competence requirements have been met)
3. There was a technical issue with the regulated member's laptop, tablet, smartphone or other device
4. There was an issue with the member's method of payment, including holds placed by the payment provider or insufficient funds.

The Registrar will review special circumstances outside of the above reasons on an individual basis.

REFUND OF MEMBER ANNUAL FEES AND DUES

Effective October 2019; Revised: September 2019 originally approved October 2017

Refunds of member annual fees and dues will only be granted in specific situations.

1. To members who want to reverse their annual renewal: Refunds on fees paid during the renewal period (August 1 – September 30) will be granted in full.
2. To members who suffer a permanent disability: In the event the member is no longer able to practice the profession of paramedicine (and does not qualify or cannot qualify for an active practice permit due to the disability), the College will provide a full refund.
3. To the family of a deceased member: The College will refund a member's fees to their immediate family upon request.

Refund requests must be made in writing by the member (or the immediate family member) who is to receive the refund. Refunds will be issued by the College in the form of a cheque within 15 business days of the approval of the refund.