



DUES REFUND AND PRORATION POLICY



POLICY NUMBER: F005-03

COMMITTEE: Finance Committee

DATE APPROVED: March 14, 2023

DATE(S) REVIEWED (REVISED):

DATE TO BE REVIEWED: March 14, 2026

ISSUING AUTHORITY: NSCMIRTP Board

DISTRIBUTION: NSCMIRTP Board and Policy Manual

APPROVAL: 

POLICY

The NSCMIRTP annual registrant period runs from January 1st to December 31st each year. New registrants licensing January through the end of April need to submit full annual dues. Those joining after the end of April need to submit half the annual dues. Dues are non-refundable except as described in the policy below.

RATIONALE

The Board of the NSCMIRTP has set the annual dues to enable the College to carry out required day-to-day operations. The College operates as a not-for-profit with limited staff capacity. Simplifying dues proration and eliminating refunds assists the College in accurate budget process and eliminates Human Resource costs and time associated with processing refunds.

PROCEDURE

Schedule of Dues::

- Dues refunds: Renewing registrants who have remitted full or partial dues during the renewal period for the next fiscal year and who resign prior to the beginning of the next fiscal year are entitled to a full refund for dues for the next fiscal year.
- Registrants resigning after renewals have closed are not entitled to any refund.
- Pro-rating: No dues amounts are pro-rated prior to April 30th. After April 30th, dues payable for the remaining portion of the year are payable at ½ annual dues.