

## REGISTRATION RELATED FEES

POLICY NUMBER: F-010-01

DATE APPROVED: November 13, 2020

DATE TO BE REVIEWED: November 13, 2023

DISTRIBUTION: External & Registrants

COMMITTEE: Policy Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

### POLICY

Fees will be reviewed annually and will be coordinated with the annual budget development process. Payment of fees shall be by personal or certified cheque, company cheque, money order, Visa, or MasterCard.

### RATIONALE

Fees must reflect requirements for NSCMIRTP to be financially stable. Annual dues support the operations of the NSCMIRTP, while the application fees support the cost of processing and reviewing licensing requests. Annually financial stability is reviewed to ensure fee structure and methods of payment are appropriate to long term organization stability.

### PROCEDURE

Pursuant to the Fee Bylaw, the following conditions apply to payment of fees:

- 1.1 All annual fees are due and payable on or before November 1st.
- 1.2 A registrant who fails to pay an annual license fee on or before December 31 ceases to be licensed effective January 1.
- 1.3 A registrant that pays renewal after Dec 1st each year is subject to a late fee of \$50.
- 1.4 A registrant who pays an annual fee on or after Jan 1st shall pay a lapsed registration fee of \$100.00 in addition to the annual fee and must complete reinstatement process.

### APPLICATION FEES

- 2.1 A non-refundable application fee of \$100.00 must accompany each application for registration.
- 2.2 Subsection 1.2 and 1.3 above does not apply to a student who applies for non active membership.
- 2.3 The annual fee for a full practising license with NSCMIRTP is \$450.00.