



DUES REFUND AND PRORATION POLICY



POLICY NUMBER: F005-03

COMMITTEE: Finance Committee

DATE APPROVED: May 12, 2026

DATE(S) REVIEWED (REVISED):

DATE TO BE REVIEWED: May 12, 2029

ISSUING AUTHORITY: NSCMIRTP Board

DISTRIBUTION: NSCMIRTP Board and Policy Manual

APPROVAL: 

POLICY

The NSCMIRTP annual registration runs from January 1st to December 31st each year. New registrants licensing January through the end of June need to submit full annual dues. Those joining after June 30 need to submit half the annual dues. New graduates licensing for the first time are eligible for the half-year rate after May 1. Dues are non-refundable except as described in the policy below.

RATIONALE

The Board of the NSCMIRTP has set the annual dues rate to enable the Regulator to carry out the required day-to-day operations of the organization. The operational budget is based on the number of registrants paying full, annual dues. This guides all expense decisions made by the Board. To be financially responsible and meet financial commitments, refunds and proration of dues are not permitted except as outlined in the Procedure below.

PROCEDURE

- Renewing registrants who have remitted full or partial dues during the renewal period for the next fiscal year and resign prior to the beginning of the next fiscal year are entitled to a full refund of dues for the next fiscal year.
- Registrants resigning after renewals has closed are not entitled to any refund.
- New Graduate dues are prorated by $\frac{1}{2}$ of the annual fee beginning May 1.
- As of July 1, registrant dues are prorated by $\frac{1}{2}$ of the annual fee.