



Annual Licence Fees Refund Policy

The College **may** refund a portion of an Annual Licence fee under certain circumstances.

Scope:

- This policy applies to any physician who holds an Annual Licence to Practice Medicine with the College.

Definitions:

- **Annual Licence:** A Licence to Practice Medicine that expires January 15 annually.

Policy:

Requests for refunds will only be considered for the current licence year. Generally, all College fees are non-refundable, except in the following circumstances:

1. The physician practiced less than four months in a licence year:
 - Holding a licence for greater than three months in a licence year equals the Annual Licence fee. Upon written request, the College may refund a portion of the Annual Licence fee dependent on the number of months licensed.
2. The physician held voluntary non-practicing status greater than four consecutive months in a licence year:
 - Upon written request, the College may calculate a pro-rated refund up to a maximum of half the Annual Licence fee. For information on holding non-practicing status, please refer to the [Non-Practicing Status Policy](#).
3. The physician passed away during the licence year:
 - Upon a written request from the representative of an estate, the College may refund the Annual Licence fee, pro-rated based on the number of months licensed.

A processing fee of \$50.00 will be applied to all refunds issued. Any outstanding account balances with the College will be reviewed and may be applied against the refund.

Document History:

Approved by the Council of the College of Physicians and Surgeons of Newfoundland and Labrador: **2024-11-29**

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