



Annual Licence Fees Refund

Finance Policy

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

Scope

This policy applies to any medical practitioner or physician assistant who holds an Annual Licence with the College.

Definitions

Annual Licence A medical licence or physician assistant licence which is issued on an annual basis.

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 College Registrant 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 College Registrant 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 College Registrant 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 CPSNL	November 29, 2024
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