

## **BY-LAW NO. 2**

### **College of Audiologists and Speech-Language Pathologists of Ontario**

#### **A By-law relating generally to Fees of the College**

#### **TABLE OF CONTENTS**

Article 1	INTERPRETATION
Article 2	PAYMENT OF FEES
Article 3	APPLICATION FEE
Article 4	REGISTRATION FEE
Article 5	ANNUAL FEE
Article 6	CHANGE OF CLASS FEE & PRORATION OF FEES
Article 7	LATE FEE
Article 8	REINSTATEMENT AND FEES
Article 9	PROFESSIONAL CORPORATION FEES
Article 10	FEE ADJUSTMENTS

## **1 INTERPRETATION**

- 1.1** The Definitions set out in By-law No. 1 shall apply to this By-law.
- 1.2** In this By-law, unless the context otherwise requires, the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be.
- 1.3** Each provision of this or any other By-law and any part thereof of the College shall be interpreted in a manner consistent with the RHPA, Code, ASLPA and Regulations, and where an inconsistency is found to exist, and where practical, the inconsistent provision shall be severed from such By-law or any part thereof.
- 1.4** The College shall maintain, as a schedule to these By-laws, a list of all fees and penalties which may be charged or imposed by the College.

## **2 PAYMENT OF FEES**

- 2.1** The fees payable by a member or applicant for registration shall be those fees which are set out in the By-laws of the College, as amended from time to time. Where no fee or penalty has been set out in the schedule, a member or person shall pay the College the fee or penalty set by the College.
- 2.2** Where a person requests the Registrar to do anything that the Registrar is required or authorized to do by statute or regulation, the person shall pay the prescribed fee.
- 2.3** The College will provide written notice of a fee or penalty to a member when it is due. A member's obligation to pay a fee or penalty continues regardless of whether the member fails to receive notice of a fee or penalty due to incorrect or out of date contact information.
- 2.4** Any fee or penalty charged or imposed by the College not paid by a member shall be included as part of a member's next annual membership fee.
- 2.5** If a member fails to pay a fee or penalty or part thereof:
  - (a) the Registrar must give the member notice if the College intends to suspend the member; and
  - (b) may suspend the member's certificate of registration for failure to pay the fee or penalty within 30 days after notice is given.

## **3 APPLICATION FEE**

- 3.1** A person, who submits an application for a first certificate of registration, or an application to change the class of a certificate of registration, or an application to reinstate a previously held certificate after resignation or revocation from the College, shall pay a non-refundable application fee.

**3.2** If a person submits an application for a certificate of registration in audiology and an application for a certificate of registration in speech-language pathology, the non-refundable application fee shall be paid for each application.

**3.3** A member shall be exempted from paying an application fee if:

**3.3.1** A member submits an application to change the class of a certificate of registration at the time the member submits an annual registration renewal.

**3.3.2** An initial member submits an application to change the class of the certificate of registration from initial to general.

#### **4 REGISTRATION FEE**

**4.1** After an applicant is notified by the College that the application for a certificate of registration has been approved, a separate registration fee and a prorated annual fee are payable before the issuance of the first certificate of registration or the reinstatement of a certificate of registration after resignation or revocation.

**4.2** If an applicant receives approval for a certificate of registration in audiology and approval for a certificate of registration in speech-language pathology, a separate registration fee and prorated annual fee shall be paid for each registration.

#### **5 ANNUAL FEE**

**5.1** Every member shall pay an annual fee for each certificate of registration in each registration year.

**5.2** The registration year begins on October 1<sup>st</sup> in one year and ends on September 30<sup>th</sup> of the next year.

**5.2.1** The annual registration renewal shall consist of the submission of a completed Annual Registration Renewal Application form and the annual fee.

**5.3** The annual fee for a year must be paid on or before October 1<sup>st</sup> in the year.

**5.4** The annual fee paid by a member in the year of the member's first application shall be prorated according to the quarter of the year falling between the date the certificate of registration is issued and September 30<sup>th</sup> in the same registration year.

**5.5** No later than sixty days before the annual fee is due, the Registrar shall notify the membership of the amount of the annual fee and the day on which the fee is due.

- 5.6** Where the member fails to receive a notice of the amount of the annual fee or of the renewal deadline, the member is still obligated to pay the annual fee and submit a completed renewal application form on or before October 1<sup>st</sup>.
- 5.7** Other than for the specific circumstances outlined above there shall normally be no proration or refund of fees. A portion of all or any prescribed fee may be waived only at the discretion of the Registrar, in financial hardship situations. A member who resigns from the College shall not be entitled to a refund of the annual fee in whole or in part.
- 5.8** Requests for a waiver of a prescribed fee made under Article 5.8 must be submitted in writing by regular mail, fax or email.
- 5.9** Certificates of registration in audiology and certificates of registration in speech-language pathology are separate certificates of registration, and members who hold a certificate of registration in audiology and a certificate of registration in speech-language pathology shall receive two separate certificates of registration and shall pay an annual fee for each certificate of registration.

## **6 CHANGE OF CLASS FEE & PRORATION OF FEES**

- 6.1** Where a general or an academic member applies on or before October 1<sup>st</sup> to renew and to change the class of registration to a non-practising certificate effective during the month of October, the member is required to pay a one-month fee adjustment and an annual fee payment applicable to a non-practising certificate for the coming registration year.
- 6.2** Where a general or an academic member who has paid a renewal fee for the registration year applies after November 1<sup>st</sup> to change the class of registration to a non-practising certificate for the remainder of the year, the member must pay an application fee. There will be no rebate of fees for the membership year.
- 6.3** Where a non-practising member, who has already paid an annual fee for the registration year applies to renew and to change the class of registration to a general certificate effective during the month of September for the current registration year, the member shall be required to pay a one-month fee adjustment for the month of September and an annual fee payment applicable to a general certificate for the coming registration year.
- 6.4** Where a non-practising member, who has paid a renewal fee for the registration year, applies after November 1<sup>st</sup> to change the class of registration to a general certificate for the remainder of the registration year, the member must pay an application fee and an annual fee adjustment equal to the difference between the general and non-practising annual renewal fees.
- 6.5** Where an academic member who has paid a renewal fee for the registration year applies after November 1<sup>st</sup> to change the class of registration to a general certificate for the remainder of the registration year, the member must pay an application fee.

- 6.6** Where a general member who has paid a renewal fee for the registration year applies after November 1<sup>st</sup> to change the class of registration to an academic certificate for the remainder of the registration year, the member must pay an application fee.
- 6.7** Where an initial member applies to change the class of registration to a general certificate for the remainder of the registration year, the member must pay a prorated fee adjustment according to the number of quarters remaining in the registration year for which the general certificate is issued.

## **7 LATE FEE**

- 7.1** A member (except a life member) shall pay a penalty if the member fails to pay the annual fee, and/or fails to send a fully completed Annual Registration Renewal Application form, on or before the day on which the fee and renewal form are due.
- 7.2** When the incomplete Annual Registration Renewal Application form has been returned and it is not remedied by October 1<sup>st</sup>, then in addition to the fees for the incomplete form, the late fee is also payable.
- 7.3** When a returned cheque or a declined credit card is not remedied by October 1<sup>st</sup>, then in addition to the fees for the returned cheque or declined credit card, the late fee is also payable.

## **8 REINSTATEMENT AND FEES**

- 8.1** Subject to section 24 of the *Health Professions Procedural Code*, if the prescribed fees are not paid within two months after October 1<sup>st</sup>, the member's certificate of registration may be suspended.
- 8.2** The Registrar shall lift a suspension under Article 8.1 upon payment of the annual fee payable by the member plus a reinstatement fee of fifty percent of that annual fee, payable by certified cheque or money order.
- 8.3** An applicant, who previously held a certificate of registration with the College, and who applies for the reinstatement of the previously held certificate of registration, shall pay an application fee, a registration fee and an annual fee prorated according to the quarter of the year falling between the date the certificate of registration is issued and September 30<sup>th</sup> in the same registration year.
- 8.4** A life member, who applies for the reinstatement of the previously held general or academic certificate of registration, shall pay an application fee, a registration fee and an annual fee prorated according to the quarter of the registration year falling between the date the certificate of registration is issued and September 30<sup>th</sup> in the registration year minus the annual fee already paid for the life certificate.

## **9 PROFESSIONAL CORPORATION FEES**

- 9.1** An application fee shall be paid for a certificate of authorization for a professional corporation.
- 9.2** A registration fee shall be paid for issuing or reinstating a certificate of authorization for a professional corporation.
- 9.3** The annual fee for a certificate of authorization for a professional corporation shall be paid on January 2<sup>nd</sup> each year.
- 9.4** A professional corporation or a member listed in the College's records as a shareholder of a professional corporation shall pay an administrative fee for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within thirty days of the notice being sent.

## **10 FEE ADJUSTMENTS**

- 10.1** Effective October 1, 2017, the annual fee shall be increased by one percent of the annual fee payable for the previous year, rounded up to the nearest dollar.
- 10.2** Effective October 1, 2018, the annual fee shall be increased each and every year from the year commencing October 1, 2018 to the year commencing October 1, 2020 by two percent of the annual fee payable for the previous year, rounded up to the nearest dollar.

**Made by the Council of the College of Audiologists and Speech-Language Pathologists of Ontario on the 28<sup>th</sup> day of September, 2018.**

**This By-law shall come into force and effect on the 28<sup>th</sup> day of September, 2018.**

**Original effective date: January 1, 2011**

**Amended: June 6, 2014.**

**Amended: June 9, 2017.**

**Amended: December 9, 2017.**

**Amended: September 28, 2018**



**President**

**(Corporate Seal)**



**Vice-President of Audiology**



**Vice-President of Speech-Language Pathology**