

BY-LAW NO. 2011-3

College of Audiologists and Speech-Language Pathologists of Ontario

A By-law relating generally to Fees of the College

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1 INTERPRETATION

- 1.1 The Definitions set out in By-law No. 2011-1 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.

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.
- 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.

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 of \$100.00.
- 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:
 - 3.2.1 A member submits an application to change the class of a certificate of registration at the time the member submits an annual registration renewal.
 - 3.2.2 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 of \$200.00 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 annual fees are:
 - 5.2.1** for a member holding a general or academic certificate of registration: \$700.00 for 2014/15, \$714.00 for 2015/16 and \$728 for 2016/17;
 - 5.2.2** for a member holding an initial or non-practising certificate of registration: \$350.00 for 2014/25, \$357.00 for 2015/16 and \$364 for 2016/17;
 - 5.2.3** for a member holding a teaching certificate of registration, \$700.00 for 2014/15, \$714.00 for 2015/16 and \$728 for 2016/17, prorated according to the number of months in a year that the member holding the certificate teaches the profession and based on a fee of \$58.33 for 2014/15, \$59.50 for 2015/16 and \$60.67 for 2016/17 a month; and
 - 5.2.4** for a member holding a life certificate of registration: \$70.00.
- 5.3** The registration year begins on October 1st in one year and ends on September 30th of the next year.
 - 5.3.1** The annual registration renewal shall consist of the submission of a completed Annual Registration Renewal Application form and the annual fee.
- 5.4** The annual fee for a year must be paid on or before October 1st in the year.
- 5.5** The annual fee paid by a member in the year of the member's first application shall be prorated according to the portion of the year between the date the certificate of registration is issued and September 30th in the same registration year.

- 5.6** 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.
- 5.7** 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 1st.
- 5.8** 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.
- 5.9** Requests for a waiver of a prescribed fee made under Article 5.8 must be submitted in writing by regular mail, fax or email.
- 5.10** 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 1st 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 of \$29.00 and an annual fee payment of \$350.00 for the coming registration year.
- 6.2** Where a general or an academic member who has paid a renewal fee of \$ 700.00 (\$600.00 up to and including 2013/14) for the registration year applies after November 1st to change the class of registration to a non-practising certificate for the remainder of the year, the member must pay an application fee of \$100.00. 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 of \$350.00 (\$300.00 up to and including 2013/14) 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 of \$29.00 for the month of September and a fee of \$700.00 for the coming registration year.
- 6.4** Where a non-practising member, who has paid a renewal fee of \$350.00 (\$300.00 up to an including 2013/14) for the registration year, applies after November 1st to change the class of registration to a general certificate for the remainder of the registration year, the member must pay an application fee of \$100.00 and an annual fee adjustment of \$350.00.

- 6.5** Where an academic member who has paid a renewal fee of \$700.00 (\$600.00 up to and including 2013/14) for the registration year applies after November 1st to change the class of registration to a general certificate for the remainder of the registration year, the member must pay an application fee of \$100.00.
- 6.6** Where a general member who has paid a renewal fee of \$700.00 (\$600.00 up to and including 2013/14) for the registration year applies after November 1st to change the class of registration to an academic certificate for the remainder of the registration year, the member must pay an application fee of \$100.00.
- 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 months remaining in the registration year for which the general certificate is issued.
- 6.8** The fee amounts set out above apply to the 2014/15 registration year. These amounts will be adjusted (except for the application fee) in accordance with the increase in annual fees to \$714.00 for 2015/16 and \$728.00 for 2016/17.

7 LATE FEE

- 7.1** A member (except a life member) shall pay a penalty of twenty per cent of the annual fee payable by the member 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 1st, then in addition to the fees for the incomplete form, the late fee of twenty per cent of the annual fee is also payable.
- 7.3** When a returned cheque or a declined credit card is not remedied by October 1st, then in addition to the fees for the returned cheque or declined credit card, the late fee of twenty per cent of the annual 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 1st, 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 of \$100.00, a registration fee of \$200.00 and an annual fee prorated according to the portion of the year between the date the certificate of registration is issued and September 30th 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 of \$100.00, a registration fee of \$200.00 and an annual fee prorated according to the portion of the registration year between the date the certificate of registration is issued and September 30th in the registration year minus the annual fee already paid for the life certificate.

9 MISCELLANEOUS FEES

- 9.1** A fee of \$50.00 may be charged by the College for each cheque that is returned as non-cashable or for any credit card that is refused by the credit card provider.
- 9.2** A fee of \$50.00 may be charged to a member by the College for reminding a member to do something that they are required to do but have failed to do.
- 9.3** A fee of \$200.00 shall be charged to a member who requests a recount pursuant to Article 5.14 of By-Law No. 2011-1.
- 9.4** The following fees may be charged by the College:
- 9.4.1 The fee for a hard copy membership card is \$50.00;
 - 9.4.2 The fee for a replacement or additional wall certificate is \$50.00;
 - 9.4.3 The fee for a hard copy tax receipt is \$50.00;
 - 9.4.4 The fee for a letter confirming a member's registration status or payment receipt with the College is \$50.00 per request;
 - 9.4.5 The fee for the completion of forms from other jurisdictions is \$50.00 per request;
 - 9.4.6 The fee for copying documents from a member's or applicant's file is \$50.00 per request including the first twenty-five pages, and \$1.00 per page thereafter; and
 - 9.4.7 The fee for a hard copy of documents that are available on the College's website is \$50.00 per document.

10 FEE ADJUSTMENTS

- 10.1** “Cost of Living Index” means an annual cost-of-living adjustment for inflation or deflation as measured by an index of movements in prices as indicated by the Consumer Price Index or such other index as may be consulted by the Council from time to time.
- 10.2** The Council may, at its discretion, adjust the amount of any fee set out in this By-law in each year. In so doing the Council may consider the increases or decreases in the Cost of Living Index along with any other relevant budgetary considerations in setting fees.

Made by the Council of the College of Audiologists and Speech-Language Pathologists of Ontario on the 6th day of June, 2014.

This By-law shall come into force and effect on the 7th day of June, 2014.

Original effective date: January 1, 2011

Amended: June 6, 2014.