

## **Reimbursement of Registration Fees**

The Board does not typically reimburse registration fees. However, if a withdrawal from the registry takes place during the first six months of the registration year, the Board will consider requests for refunds, on a case-by-case basis, if they occur as the result of the following circumstances:

- Medical Leave
- Parental Leave
- Circumstances applicable under the Nova Scotia Human Rights Act

The Board must review the circumstances on a case-by-case basis in relation to the above circumstances. If a request is granted, it will be subject to a \$50 administrative fee.

The following circumstances in and of themselves would not be considered valid circumstances qualifying for refund:

- Relocation to another jurisdiction
- Withdrawal from the Registry due to disciplinary, impending disciplinary, or other matters requiring withdrawal or removal from the registry due to Board Policy
- Retirement

### *Calculation of Refund*

If the registrant is determined to have withdrawn for reasons that are qualifying for refund, the Board will reimburse, on a pro-rated basis, the annual registration fee paid by the registrant.

The prorating of the fee will be based on the total registration fee paid by the member for the year, divided by 12 months, and multiplied by the number of full months remaining in the calendar year at the time of withdrawal / change to Inactive Registration Status (if the psychologist will not be practicing psychology, they can request Inactive Status for a fee of \$100). If the member moves to Inactive Status, the fee of \$100 will be deducted from the pro-rated refund amount. A \$50 administrative fee is also applied to the refund amount in all cases.

This policy only applies to those who possessed full registration at the time of withdrawal. It does not apply to those with a limited class of registration as they have already paid a reduced fee (i.e., Academic, Retired, Inactive, Out-of-Province).

### *Process for Requesting Refunds*

Members must submit a request in writing to the Board Office requesting a refund and outlining the circumstances they wish the Board to consider.