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# Policy Statement

## Annual Dues

### Background

Section 27 (1) of *Engineering and Geoscience Professions Act* states that "a registrant or permit holder shall pay in advance to the Association the annual fee fixed under the bylaws."

Sections 18 and 19 of the bylaws state that annual fees for members, licensees and permit holders shall be specified from time to time by Council and shall be payable in advance, on January 1 or each year, subject to such discount as Council may from time to time direct.

Further, the bylaws allow for the annual fee to be prorated for new applicants in accordance with the portion of the calendar year remaining.

### Payment

All registrants on the register in October of each year shall be invoiced for the upcoming year. Invoices will be available to registrants through their on-line account on, or before, November 1 of each year.

New registrants in November and December will be invoiced for .25 of annual dues for the current year and 100% of annual dues for the next year.

For registrants registered throughout the calendar year, annual dues are invoiced at the time the registrant is officially approved by Council. Annual dues are prorated on the following basis:

Registration taking place

January, February and March	Full year
April, May and June	$\frac{3}{4}$ year
July, August and September	$\frac{1}{2}$ year
October, November and December	$\frac{1}{4}$ year

Annual dues payments, not received within 60 days of the invoice date, shall be subject to a late payment fee at a rate approved by Council.

Annual dues payments, not received within 90 days of the invoice date, Council may direct the Executive Director to terminate the registration (Section 27.2).

## **Deferral**

### Definitions:

Deferral of annual dues means to postpone payment to a mutually agreed date. A suggested date might be 90 days from the date of the request if an exact date is not known.

### Process:

A registrant may request deferral of annual dues payment by written application to the Registrar, providing a clear indication of the reasons for the request. A signature is required along with the latest date when payment will be made.

If requesting deferral of annual dues and the request is approved by Council, the Member/Licensee may continue to practice during the approved time frame; however, the deferred annual dues must be paid by the agreed date.

The Membership and Enforcement Committee will review such requests and make recommendation to Council.

### Acceptable Reasons for Deferral:

The following are reasons that have previously been found acceptable for deferral of annual dues: unemployment; Maternity, Paternity or Parental Leave; extended illness of a serious nature (including short/long term disability); full-time attendance at university in a graduate or post-graduate program; financial hardship.

### Resignation and Reinstatement

A registrant, who is not practicing in the Northwest Territories and/or Nunavut and does not want to remain on the register, may resign in good standing and apply for reinstatement as required. There is no application fee to pay so long as reinstatement is within two years; however, documentation must be completed, registration approved, and annual dues must be paid to resume practice.

### Non-Practising Member/Licensee

A Non-Practising Member/Licensee pays partial annual dues at a rate that is determined annually by Council. While maintaining an affiliation with NAPEG, practice is not allowed in the Northwest Territories and Nunavut until they have requested the change to Active, are approved by Council as an Active Member or Licensee, and have paid the full annual dues for that calendar year. To remain as non-practicing status, the registrant must provide a declaration each year.

## **Refunds**

Annual dues are not refunded if a registrant resigns during the current year. The resignation is considered to be effective on December 31 of the current year. The individual will not be invoiced for the upcoming year; however, his/her resignation will be taken to Council for acceptance at the next Council meeting after the resignation is received by the Registrar.

If NAPEG staff become aware that a registrant has passed away, the annual dues (current year) may be refunded based on the above prorated schedule, at the Registrar's discretion. Refunds will only be paid to the employer or the estate of the deceased depending on where the actual payment originated. Therefore, if a registrant's employer paid the fees, the refund will be paid to the employer.

Should a registrant, leave one employer to work for another, NAPEG will not refund the annual dues paid by the previous employer on behalf of the former employee.

Note: This policy does not apply to Life Members or Distinguished Life Members.

**Application Form to Request Deferral of NAPEG Annual Dues**

**To:** NAPEG Registrar

Date: \_\_\_\_\_

Registrant  
Name & Number: \_\_\_\_\_

Deferral Requested

This is a request to defer payment of my annual dues until \_\_\_\_\_.  
(dd/mm/yyyy)

Reason for requesting deferral: \_\_\_\_\_

Signature: \_\_\_\_\_