

Policy number	GP-14
Policy name	College fees
Approved	May 22, 2020
Last reviewed	May 25, 2024
Scheduled review	Q2 2026

## POLICY

In order to discharge the duties of a regulatory body as prescribed in the *Health Professions Act*, *Denturists Profession Regulation*, and the Bylaws, collection of registration and associated fees from regulated and non-regulated members is necessitated.

### Fees

Pursuant to the College of Alberta Denturists Bylaws, Council shall, within a reasonable time before the beginning of the College's fiscal year and before the registration renewal period begins, set any costs, fees, levies, dues, and assessments for the regulated or non-regulated membership. These may include, but are not limited to,

- a. Registration and practice permit fees payable by regulated members
- b. Membership fees for non-regulated members
- c. Administrative fees for processing of applications
- d. Assessment fees for reviews of applications and/or decisions
- e. Fees related to the College of Alberta Denturists registration examination
- f. Any other fees payable by regulated or non-regulated members or a third-party

These fees will be levied in accordance with the College of Alberta Denturists fee schedule. Practice permit fees will be pro-rated monthly.

In special circumstances, the College may institute a payment plan by installments for registration and practice permit fees pending approval by the Registrar. A 2% service fee will be added per payment.

### Refunds

The practice permit fee, if paid in full as requested, will be refunded in part or not at all should a member leave regulated practice. If a member leaves regulated practice, they will be refunded for the whole months remaining in the registration year, or period in the case of the courtesy register, for which they have remitted fees. The amount per month will be a result of the annual practice permit fees being equally divided by 12. The member will not receive any refund for the month in which they have worked in whole or part thereof.

If a member has remitted fees for the following year, but ceases to practice before the year commences, they will receive a full refund of fees remitted less an administrative fee of \$150.

If a regulated member leaves practice as a result of an order from a professional conduct proceeding, the regulated member will not be eligible to receive a refund of any fees paid towards their registration and practice permit.

## DEFINITIONS

none

## APPENDICES

none

## REFERENCES

College of Alberta Denturists. (2019). *By Laws*. Edmonton AB.

College of Alberta Denturists. (2019). *Fee Schedule*. Edmonton AB.

Government of Alberta. (2001). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: [http://www.qp.alberta.ca/documents/Regs/2002\\_186.pdf](http://www.qp.alberta.ca/documents/Regs/2002_186.pdf).

## DOCUMENT HISTORY

Date	Action	Rationale
14/06/19	Initial approval	Required as per legislation
22/05/20	Amendment	Encompasses more scenarios
10/09/21	Review	As scheduled
18/11/22	Review	As scheduled
19/04/23	Review and revision	As discussed by Council
25/05/24	Review	As scheduled