



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Policy Number: Admin6.0

Policy Name: Administration of Fees

Effective Date: October 11, 2013

Policy: This policy covers circumstances where fees are requested to be refunded, credited, waived, deferred as well as other general administration of fees. As per Administrative Bylaw 30(5), requests for remission go to Council.

Interest on Fees

Interest will not be paid on any fees received, credit balances or fees remitted.

Refund / Deferral of Processing Fees and Professional Practice Exam Fee

No refund or deferral of any processing fees or the fee for the professional practice exam will be given except in exceptional circumstances.

Refunds are not granted for applications for registration that are refused (i.e. denied).

Transferability of Processing Fees

Where an application has been reviewed by a committee and the applicant is recommended to apply for Engineering or Geoscience Licensee, the original processing fee shall be credited to the account and applied toward the processing fee required for an application for Engineering or Geoscience Licensee.

Dual Designation - Processing Fees

The processing fee is charged only once should an applicant apply for both the engineering and geoscience categories in the same level of membership (i.e., member-in-training, professional member, or engineering / geoscience licensee).

Waiver of Licence Fee

In accordance with Regulatory Bylaw 13(2), a member who is retired or is not working in Saskatchewan may apply to the Council to waive the requirement to obtain a licence while the member is retired or not working in Saskatchewan.

“Not working in Saskatchewan” is interpreted as members who are:

- a) not residing in Saskatchewan and not practicing engineering or geoscience in Saskatchewan;
- b) residing in Saskatchewan, not practicing engineering or geoscience in Saskatchewan and unemployed;
- c) pursuing full-time studies at an educational institution and not practicing engineering or geoscience in Saskatchewan;
- d) on maternity/paternity/parental leave;
- e) away from the work force for an extended period of time to raise a family or provide elder care;
- f) retired and not eligible for Life Membership;
- g) on disability leave.

Members who are resident in Saskatchewan, are employed and are registered in Saskatchewan only must pay the annual licence fee regardless of the location of their workplace (i.e., they are not eligible for a licence waiver).

Circumstances not mentioned in this section are not eligible for a licence waiver.

Retro-active Remission of Licence Fee (Licence Waiver)

All members who qualify for a waiver of the licence fee may be eligible for retroactive remission in circumstances b) to g) above upon written request to Council. Retroactive remission may be granted for the licence fee applicable to the previous calendar year only. (See policy Admin6.1 for circumstances where the Executive Director may approve remission of fees).

Retroactive remission for a waiver of the licence fee will only be considered for durations of three consecutive months or longer. The three consecutive months do not have to occur all in the same calendar year.

Proration of Annual Fees

Administrative Bylaw 30(3) provides for proration of annual fees when applications are approved.

Members and licensees are not eligible for remission or proration of annual fees upon resignation or being expelled or suspended under a discipline order.

The family, employer or the Executor of the estate of a deceased member or licensee may make a written request to Council for remission of prorated annual fees. The remission shall be granted to the person who paid the annual fees. The remission may be granted for the current and/or previous calendar year only.

Refund of Annual Fees for Life Members

Life Member applicants (new and reinstating) may receive a refund of annual fees within a period of one year from the date the member qualifies for Life Membership. The refund shall be for the calendar year the member became eligible for life membership. (See policy Admin6.1 for circumstances where the Executive Director may approve remission of fees).

Rationale: Fair and consistent treatment of applicants, members and licensees.