

FEE REDUCTION AND WAIVER POLICY

Policy Subject	Fee reduction and waiver policy
Policy Section	
Policy Number	
Approving Authority	
Revision	
Approved Date	November 22, 2021
Responsible Officer	Registrar

REASON FOR POLICY

Under section 52.1 of [the ASTTBC Bylaws](#), the executive director or registrar may, in their discretion, reduce or waive a fee payable under Schedule C if satisfied that an applicant or registrant is facing undue hardship and there are extenuating circumstances that justify the reduction or waiver.

APPLICABILITY

This policy applies to registrants and applicants seeking a fee reduction or waiver.

POLICY STATEMENTS

1. Definitions:

“Extenuating circumstances”

In this context, “extenuating circumstances” refers to situations that are highly unusual, infrequent, and directly relevant to the registrant or applicant’s ability to pay. They are typically beyond a registrant’s or applicant’s control.

The following non-exhaustive list of circumstances may, at the discretion of the registrar, be regarded as extenuating circumstances with adequate supporting evidence:

1. The applicant or registrant has experienced a recent period of serious illness and/or incapacity for a duration greater than one month;
2. The applicant or registrant is currently seriously ill or incapacitated;
3. The applicant or registrant is or has recently been the primary caregiver of a seriously ill and/or incapacitated person, and this situation has significantly impaired their financial position;
4. The applicant or registrant has recently lost a close family member, which has adversely financially impacted them in a significant way;
5. The applicant or registrant has been unemployed for a prolonged period, which has adversely financially impacted them in a significant way;
6. The applicant or registrant has been on parental leave in the past year or is currently on parental leave.

A request for waiver or reduction in fees must be supported by sufficient relevant and independently verifiable evidence (for example, provided by a healthcare professional, an employer, or the Canada Revenue Agency) which clearly demonstrates, to the satisfaction of the executive director or registrar, how the circumstances have adversely impacted the registrant’s or applicant’s ability to pay the fee.

Matters unlikely to be considered extenuating circumstances

Circumstances falling predominantly or entirely within a registrant’s or applicant’s control are unlikely to be considered extenuating circumstances.

The following is a non-exhaustive list of circumstances unlikely to be regarded as extenuating circumstances:

1. Inadequate planning, inadvertent oversight in failing to pay, or missing the fee deadline due to memory lapse;
2. Poor time or financial management;
3. Missing or not reading an email from ASTTBC;
4. Failing to ensure that ASTTBC has current contact information (maintaining current contact information with ASTTBC is an obligation under section 51 of the ASTTBC Bylaws);
5. Going on vacation or working at a remote work site;
6. Taking time away from work to pursue further education;
7. General anxiety or stress that is not diagnosed as a disability;
8. An administrative error made by the registrant’s or applicant’s employer or employee, colleague, family member, or friend.

“Undue hardship”

In assessing undue hardship, the following annual income thresholds are referenced as a general guideline. However, we recognize that hardship may vary in accordance with individual circumstances.

Thresholds:

<i>Family unit</i>	<i>Amount</i>
1	\$31,620
2	\$39,000
3	\$47,750
4	\$57,750
5	\$65,500
6	\$73,500

Income for the family unit is the aggregate income from all sources for all persons in the family unit. A family unit includes all person(s) who reside in the same household and benefit from the income earned or expenses incurred by the Registrant.

2. Policy Statement:

How to apply for a waiver or reduction of a renewal or other fee

Complete [the renewal waiver or reduction request form](#) and email to registrar@asttbc.org.

3. Terms and Conditions:

A request for waiver or reduction in fees must be supported by sufficient relevant and independently verifiable evidence (for example, provided by a healthcare professional, an employer, or the Canada Revenue Agency) which clearly demonstrates, to the satisfaction of the executive director or registrar, how the circumstances have adversely impacted the registrant's or applicant's ability to pay the fee.