



## Reduction of Annual Fees for Licensed Members

The Council of the NWT Association of Architects, consistent with sections 119, 152 and 153 of the *Architects Act*, approves that registered members of the NWTAA may apply for a reduction of annual fees under one of the following specified circumstances:

APPLICATION TYPE	FEE REDUCTION	PRACTICE OPTION	INCOME IMPLICATION
<b>Financial Hardship</b>	1/10th of annual fee OR proportioned monthly amount	Full practice rights	Member may not earn more than specified limit to qualify
<b>Family Leave</b>	1/10th of annual fee OR proportioned monthly amount	Full practice rights	Member may not earn more than specified limit to qualify
<b>Medical Disability</b>	1/10th of annual fee	May not practice	No active income
<b>Sabbatical Leave</b>	1/10th of annual fee OR proportioned monthly amount	May not practice	<i>No active income for applicable period</i>

### INTENT

The general intent of the policy is to allow registered members to retain both their status and responsibilities as a Registered Architect for a period of time due to personal circumstances without requiring them to resign (which would then require reinstatement, if applicable, at a later date).

Resignation (and reinstatement if applicable) are options for those qualified – either instead of fee reduction or when the maximum time allowable under this Bulletin has been reached.

### CONTINUING EDUCATION WHEN ON FEE REDUCTION STATUS

Continuing Education requirements apply in full to an individual who is on Leave. Only in the case of Medical Leave will a further consideration be given for non-attainment of Continuing Education requirements and only upon request.

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The Council of the Northwest Territories Association of Architects issues Practice Bulletins that are to be read in conjunction with the *Architects Act* and the NWTAA Bylaws. Bulletins are a practice resource and are to be used as general interpretations of the requirements in the Act and Bylaws. Inquiries regarding the contents of this Practice Bulletin can be directed to the NWTAA office by email at [nwtaa@yk.com](mailto:nwtaa@yk.com). Further information relating to the registry of NWTAA members, the Architects Act and the NWTAA Bylaws can be accessed online at [www.nwtaa.ca](http://www.nwtaa.ca).

## **DURATION OF FEE REDUCTION**

Fee reductions granted under this policy are for the current year only. A member must apply each year for the fee reduction, to the maximum noted in this policy.

Any combination of the four categories of fee reduction may be applied for; however, applicants will only be eligible for fee reductions for a total of 24 months out of 10 years (rolling calendar), regardless of the categories or combination of categories applied for.

## **APPLICATION PROCESS**

A member who would like to apply for a fee reduction must do so on one of the attached forms, and forward the completed form to the Registrar on or before January 31 for that calendar year. All applications will be considered on a confidential basis. If a member's application has been denied, the member will be notified in writing and advised of the date by which the outstanding fees must be paid. Members whose application has been denied may make a written appeal to Council.

Members wishing to apply at any time during the current year (following the Jan 31 deadline) must have paid their current annual membership fees in full. They may then be eligible for a refund for the current calendar year.

Should the applicant's personal and financial situation change during the waiver period, the applicant is required to promptly notify the Registrar.

NOTE: Requests for retroactive application of this policy will not be reviewed or granted for the year the Practice Bulletin is published, nor will applications for years prior to the year in which this policy is officially issued as a Practice Bulletin.

## **PENALTIES FOR MISUSE**

Should it be determined that a fee reduction would not have been granted based on the actual income earned during the period of the fee reduction, the fee reduction will be rescinded and the member will be invoiced for their full annual membership fee, and will be additionally invoiced for the late payment penalty.