

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
Financial Hardship	1/10th of the annual fee OR proportioned monthly amount	Full practice rights	Member may not earn more than specified limit to qualify
Family Leave	1/10th of the annual fee OR proportioned monthly amount	Full practice rights	Member may not earn more than specified limit to qualify
Medical Disability	1/10th of the annual fee	May not practice	No active income
Sabbatical Leave	1/10th of the 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 further consideration be given for non-attainment of Continuing Education requirements and only upon request.

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.

The Northwest Territories Association of Architects' Council issues Practice Bulletins to be used as general interpretations, clarifications and/or elaborations of the requirements set in the *Architects Act* and NWTAA Bylaws. NWTAA does not provide legal, accounting or insurance advice and is not responsible for any errors or omissions with respect to such matters that may be contained herein. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards. Inquiries regarding the contents of this Practice Bulletin can be directed to the NWTAA office by email at ed@nwtaa.ca. Further information relating to the registration of NWTAA members, the *Architects Act* and the NWTAA Bylaws can be accessed online at www.nwtaa.ca.