



Administrative Policy No: 002

To: FILE
From: COUNCIL
CC: Office
Date: 21/09/2016
Re: Administrative Policy on Pro-rating License Fees

In order to provide consistency with the licensing provisions and to accommodate those members who may, due to extenuating circumstances, require prorated licensing, the council has approved the following administrative policy with regards to Sections 3(1) and 5, of the Regulatory Bylaws.

1. Members requesting a prorated license may do so by applying in writing to the council of the SCO, setting out the extenuating circumstances on why the member requires a prorated license instead of a yearly license.
2. The Registrar upon receipt of the request shall conduct a review of the circumstances set out in the request, and if satisfied, may at its discretion approve the prorating of the member's license.
3. For administrative ease, licenses are generally pro-rated on a quarterly basis however, circumstances may arise from time to time, where that may not be feasible. In those situations, the Registrar may prorate the license to fit the circumstances.
4. An Administrative fee of \$12.00 per month may be charged.
5. Appeals from a decision of the Registrar may be made to the council under the provisions of Section 21(4) of the *Opticians Act*. Appeals must be in writing and contain reasons and supporting documentation for the appeal.