



Administrative Policy No: 002

To: FILE
From: COUNCIL
CC: Office
Date: 14/03/2014
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 council upon receipt of the request shall conduct a full 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 may be pro-rated either quarterly or monthly as deemed appropriate by the council
4. An Administrative fee of \$12.00 per month will be charged.