



## **Administrative Policy No: 002**

### **Prorating of License Fees**

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To provide consistency with the licensing provisions and to accommodate those registrants who may, due to extenuating circumstances, require prorated licensing, the council have approved the following administrative policy in accordance with **Sections 3 and 6 of the Regulatory Bylaws**.

#### **POLICY:**

##### **1. Request Process**

- The license fee is payable annually at the start of the licensing year.
- Registrants seeking prorated annual licensing fees must submit a written request to the **Regulation & Registration Committee**, clearly explaining the extenuating circumstances that justify the need for proration.
- This request may not be made on a recurring annual basis; approval is intended for exceptional circumstances only.

##### **2. Committee Review**

- Upon receiving the request, the Committee will review the circumstances provided.
- If the Committee is satisfied, it may, at its discretion, approve prorated licensing for the registrant.

##### **3. Proration Terms**

- Prorated licensing will be granted on a quarterly basis only.
- Fees will be calculated based on the SCO fee schedule.

##### **4. Non-Practising Transition**

- Registrants moving from practising to non-practising status during the current licensing year are not eligible for prorated licensing.



## 5. Status/Class Changes

- If a registrant changes the class or status of their license (other than non-practicing), prorated fees may apply for the remaining portion of the licensing period.

## 6. Registration/ Late / Penalty / Reinstatement Fees

- Registration, late, penalty, or reinstatement fees are not eligible for proration under any circumstances.
- Similarly, fines and penalties imposed are not subject to prorating.

## 7. Appeal Process

- If a registrant is dissatisfied with the Committee’s decision, they may submit a written appeal to the Council, accompanied by any relevant supporting documentation at [office@scoptic.ca](mailto:office@scoptic.ca)
- The Council will review the appeal and make a final decision.

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Policy Number - 002	Policy name - Policy on Prorating of Licence Fees ( <i>Previous Policy date-September 21, 2016</i> )
Policy Amended version -v2	Approved by – SCO Council
	Approved and thereby in force on July 20, 2025