



Licensure Fee Relief and Refund	Policy Number: LC3
	Date Effective: 2026-04-01
	Last Update: N/A
Applies to: All professions regulated by CCHPBC	
Title of Policy Owner: Director of Licensure	

Policy Statement:

The Registrar of the College of Complementary Health Professionals of British Columbia (“CCHPBC”), subject to applicable statutory requirements, has the authority to approve fee waivers, reductions, refunds, and extensions of time to pay.

The Registrar has delegated decision-making authority for these matters to the Director, Licensure, who may make decisions on the Registrar’s behalf in accordance with this policy.

Nothing in this policy obligates the College to grant a waiver, reduction, refund, or extension of time to pay. All decisions made under this policy are final.

Non-refundable fees

Certain activity-based fees and initial application fees are generally non-refundable, unless otherwise required by statute or approved in accordance with this policy. These fees include:

- Application fees
- Health Profession Corporation Permit fees (including withdrawal or refusal)
- Prior Learning Assessment fees
- Quality Assurance fees
- Certification application fees
- Administrative fees

Licence Fees

Licence fees are non-refundable once the licensing period has commenced, unless otherwise required by statute or expressly permitted under this policy.

A licensee experiencing undue hardship or other exceptional difficulties may apply for:

- A waiver or reduction of all or part of a licence fee



- An extension for the deadline on payment

Requests must be submitted to the College and must include supporting documentation demonstrating the hardship or exceptional circumstances. Supporting documentation may include, where applicable:

- Bank statements demonstrating financial hardship
- Pay stubs or proof of income
- Proof of employment loss or reduced income (ROE or termination letter)
- Medical notes
- Documentation showing unexpected life event

Assessment of Financial Hardship Requests

When considering a request for a waiver, reduction, or extension of time to pay, the Director of Licensure will consider the following factors:

- Severity of the financial hardship
- Recent and significant changes in financial circumstances
- Recent and significant medical issue affecting licensee's ability to earn income
- Whether the request was made promptly
- Any other relevant circumstances

The Director may approve the request in whole or in part, propose an alternative form of relief, or deny the request. All decision of fees by the Director are final.

Refunds (medical circumstances only)

Refunds of fees are not available for financial hardship alone.

A refund will only be considered when a licensee must cease practice for the remainder of a licensure period due to a medical condition and cancels their registration or licence for the rest of that period. Medical refunds are intended solely for situations in which the licensee is completely unable to practise for the balance of the licensure period.

Appropriate medical documentation must be provided to support the request.

Refund calculation

Where a refund is approved in medical circumstances, the amount refunded may be calculated on a prorated basis according to the portion of the licence period remaining.

Withdrawal of application for renewal

A licensee may request a refund of licence fees if they withdraw their application before the start of the new licence period. Refunds in this context are limited to situations



where the fee for the upcoming licence period has not yet been used, as the licence period has not commenced.

Once the new licence period has started, licence fees are not refundable, except in cases where a medical refund or other exceptional circumstance is approved under this policy.

Examination fees

Examination fees are generally non-refundable. However, a refund may be considered if an applicant is unable to write the examination due to a medical reason. Requests for such a refund must be supported by appropriate medical documentation. Refunds under this provision are limited to situations where the licensee is completely unable to participate in the examination and cannot defer or reschedule and will be assessed on a case-by-case basis by the Director, Licensure.

1. Policy Rationale and Purpose:

The purpose of this policy is to provide a clear and consistent framework for decisions regarding fee waivers, reductions, refunds, and payment arrangements for fees set out in Schedule 2 of the College Bylaws. It ensures that such decisions are made fairly, transparently, and in alignment with the College's statutory and bylaw obligations, while protecting the public interest and the financial integrity of the College. The policy also clarifies the delegated authority of the Director, Licensure to make these decisions in accordance with established criteria.

2. Policy Scope:

This policy applies to all licensees and applicants who pay licensure fees, renewal fees, or activity-based fees to the College.

3. Legal Authority:

- *CCHPBC's Bylaws – section 6.17*

4. Key Partnerships:

None identified at this time



5. Definitions:

None identified at this time

Reviewed By: General Counsel	On: 2026-02-24
Level of Approval: Registrar/CEO	
Approved By: <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Committee Name</i>) <input checked="" type="checkbox"/> Registrar/CEO <i>or</i> <input type="checkbox"/> Name: <i>Full Name</i> <input type="checkbox"/> Title: <i>Title</i>	Date Approved: 2026-03-18
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