

## Membership Application Fees Procedures

An application for enrolled membership requires the submission of two fees at the time of application: the enrolment fee and the annual membership fee.

### ENROLMENT FEE

The enrolment fee covers your application for membership and all the six experience areas modules. You must pay the enrolment fee in full. If required, a monthly payment plan is available for this fee. Please see the [Payment Plan for Enrolment Fee](#) for details.

### Refund Procedures for the Enrolment Fee

Refunds for the enrolment fee are only available to applicants who formally apply for resignation (submit a completed application) within the time period specified in the table below. Anyone who is removed from the membership roll is not eligible for a refund.

Time Period	Refund Amount
Within six weeks of date of application	90% of enrolment fee
Within six months of date of application	50% of enrolment fee
Over six months of date of application	No refund

In the event an applicant is found to be ineligible or inadmissible for membership at the time of application, 90% of the enrollment fee will be refunded.

### ANNUAL MEMBERSHIP FEE

You must submit a prepayment for the applicable annual membership fee. This fee will be processed only after your application has been approved by our council. The approval process may take four to six weeks.

Our fiscal year runs from December 1 – November 30 and our membership fees are abated quarterly. Please read the following notes and refer to the [Fee Schedule](#) for the applicable amount.

- The applicable amount is based on the date you submit your enrolment fee and not the date your application is approved by council. E.g. if you submit your payment in February (1<sup>st</sup> quarter) and your application is approved in March (2<sup>nd</sup> quarter), the 1<sup>st</sup> quarter membership fee applies.
- If you are applying for membership in the 4<sup>th</sup> (and last) quarter of our fiscal year (September-November) you must submit the membership fee for the last quarter of the current fiscal year. After approval, you will also be immediately invoiced for the full annual membership fee for the incoming year.

Failure to submit the fees within communicated deadlines may result in immediate removal from the membership roll.

If you have any questions or concerns, please contact the registration department at [admissions@abcfp.ca](mailto:admissions@abcfp.ca).