

Policy on Hardship Requests

Purpose

This policy outlines the procedures for NSAA members to apply for deferment on membership renewal fees due to reasons of financial or personal hardship. As a member may experience unexpected circumstances that can affect the ability to pay for membership renewal fees, the NSAA will consider providing the necessary flexibility to its members when possible in these circumstances. This policy describes a procedure where a member may request a temporary deferment of payment or another arrangement as approved by the NSAA council.

Procedure

All Hardship Requests will be reviewed on a case by case basis. Though a request may be made to defer renewal fees, all other requirements for renewal (completed application, insurance, continuing education, and corporate permit) must be complied with at all times, without which all architectural practise must be suspended. A request to defer any other requirement may be made by special request to the Registrar.

A Hardship Request for renewal dues must be made in writing to the Registrar, detailing all available information, including the reason for the request, the timeline of expected repayment, and any other information believed to be relevant to the request. The request must also be received at the NSAA no later than the deadline for renewal of the current year. The request will be brought, anonymously, to the Board of Registration for review and recommendation to Council for final decision.

All Hardship Requests, and their subsequent discussions/arrangements, will be kept confidential. Please note that requests are not to be considered granted until the member has been notified of its approval by the NSAA.