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**POLICY TYPE:** GENERAL POLICY – Financial Directives

Policy No: FD 02

**POLICY TITLE:** Payment by Installment

**Approval Date:** September 11, 2014

**Revision Dates:** December 5, 2015, December 2, 2023

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To outline the policy related to receiving payments by installment.

**Policy:**

1. Fees for Annual Registration and renewal of Certificate of Practice may be paid by instalment.

Installment payments must be made in the calendar year preceding the Practice Year for which the fees are to be applied on February 15, April 15, June 15, and August 15.

2. Payment Details for each quarter are as follows:

- One quarter annual fee
- One quarter renewal of Certificate of Practice (if applicable)
- One quarter GST

3. Payments by installment will be accepted by preauthorized debit only.

4. Individuals who wish to make payments by installment must submit a Pre-Authorized Debit Agreement, complete with signature, to the CASLPM office, on or before January 15 of the year in which the payments will be made.

5. It is the responsibility of the individual making payment to ensure that information contained within the Pre-Authorized Debit Agreement remains current.

6. An automatic fee will be rendered for payments that are returned NSF. Outstanding payments and any penalties assessed are due upon receipt of notice.

7. Failure to pay will result in registration and eligibility to practice being revoked.

8. Registrants are eligible for a full refund of PAD payments, less applicable administration fees, if they discontinue their professional practice for unforeseen reasons prior to the Practice Year for which PAD payments are being or have been made.

9. Registrants are not eligible for a refund of PAD payments for any reason once the Practice Year for which PAD payments were applied has begun.

10. There is no entitlement to any reduction in annual fees for any reason.