



### **PURPOSE**

To provide guidance for BCDA staff to administer requests from Full members for membership fee refunds. BCDA Members in the Limited and Student membership categories are ineligible for refunds under this Policy, unless upgrading to Full BCDA Membership, or downgrading membership within the parameters described in the Policy.

Requests falling outside of this Policy will be presented to the Membership Coordinator for consideration.

### **POLICY**

- A. Fee refunds will be considered for Full BCDA members only, unless upgrading to Full BCDA Membership, or downgrading membership.
- B. Approval is contingent upon receiving written confirmation of:
  - 1. acceptance into post-graduate training including an official status change from the British Columbia College of Oral Health Professionals (formerly known as College of Dental Surgeons of British Columbia)
  - 2. permanent disability, resulting in retirement from practice
  - 3. official status change from the British Columbia College of Oral Health Professionals (Formerly known as College of Dental Surgeons of British Columbia)
  - 4. death of a member
- C. Approved requests received prior to the first day of the sixth month of the membership year, will be pro-rated in accordance with our Membership Fee Proration Policy on a half-year basis of the BCDA portion, less the non-refundable fees including but not limited to, the CDA membership fee, Legal Expense Insurance fee, and Dentist Wellness Program fee, per dentist; and will be payable to the member, or in the case of death, to their estate. Requests received after the first day of the sixth month of the membership year will become ineligible for a partial membership fee refund.
- D. Requests must be submitted in writing to the Membership Coordinator



### **E. MEMBERSHIP CATEGORY CHANGES**

1. Approved upgrade requests received until the first day of the sixth month of the membership year will be refunded the full, pre-existing category fee. Approved upgrade requests received on or after the first day of the sixth month of the membership year, will be pro-rated on a half-year basis by 50%.
2. Approved downgrade requests from Full Membership until the first day of the sixth month of the membership year, will be pro-rated on a half-year basis of the BCDA portion, less the non-refundable fees including but not limited to, the CDA membership fee, Legal Expense Insurance fee, Dentist Wellness Program fee, and the applicable new membership category fee. Approved downgrade requests received on or after the first day of the sixth month of the membership year, will be pro-rated on a month-to-month basis of the BCDA portion, less the non-refundable fees including but not limited to, the CDA membership fee, Legal Expense Insurance fee, Dentist Wellness Program fee, and the applicable new membership category fee.
3. Approved downgrade requests from Limited Membership received until the first day of the sixth month of the membership year, will be pro-rated on a half-year basis, and less the new membership sub-category fee, unless the requested category is the same price-grade, and therefor will be processed at no charge. Approved downgrade requests received on or after the first day of the sixth month of the membership year, will be pro-rated on a month-to-month basis of the BCDA portion, and less the applicable new category fee, unless the requested category is the same price-grade, and therefor will be processed at no charge.
4. In either instance, refunds will be payable to the member.

- F. Requests must be submitted in writing to the Membership Coordinator.