

## PACS Fee Refund Policy

**COABC have recently established a fee refund policy #10B.  
To ensure consistency and compliance with their policy we have reviewed and revised our refund procedures.**

- 1. Decertification:** No refund
- 2. Voluntary Membership cancellation:**  
Fees will be pro-rated from the date of renewal to the month of cancellation.  
The refund will be capped at a maximum of 6 (six) months. Members withdrawing less than 6 (six) months into their certification year will receive a refund of 6 (six) months.  
There will be no refund after 6 (six) months.  
Inspection and Certification Committee deposits paid will be refunded, less an administration fee of \$50.
- 3. Cancellation of Initial Application: (new member and prior to inspection)**  
PACS fees will be pro-rated from the number of months since the Initial Application was registered (added to the PACS database) to the date of cancellation.

### **COABC policy #10B**

“50% refund of COABC fee if applicant did not receive certification status (transitional or certified).”