



Pacific Agricultural Certification Society

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Certification Fees Cancellation and Refund Policy

This policy outlines the conditions for cancellations and refunds of certification fees, providing clear guidance on deadlines and payment obligations.

Non-Refundable Portion

- **50% of baseline certification fees are non-refundable** based on the operator's Gross Organic Sales category for the applicable certification program(s).

Payment Options

Operators may choose to pay certification fees in full or in two installments.

If Paid in Installments

- **First installment due by January 31:** The first 50% of certification fees must be paid by January 31 unless a different renewal deadline is specified on the operator's last certificate.
- **Second installment due by June 30:** The remaining 50% is due by June 30.
- **Non-refundable payments:** For operators paying in installments, **100% of fees paid up to the cancellation date are non-refundable.**
- Additional fees may apply if the conditions outlined in the Certification Fees & Billing Overview occur. These conditions include, but are not limited to, exceeding the baseline usage hours set by category, extra service fees such as updated certificates, private license agreements, etc., and conditional fees such as mail or email service fees, expedite services fees or late fees. For a full breakdown of the potential additional fees, please see the Certification Fees & Billing Overview.

If Paid in Full

- Operators who pay 100% of baseline certification fees at renewal may be eligible for a **refund of up to 50%**. Please refer to the conditions section below for specific eligibility requirements.

No Refunds After June 30

Refunds are **not issued** for any cancellations made after June 30.

Conditions for Cancellation Refund Eligibility

Cancellations Before Inspection (January 31 – June 30)

If an operator cancels certification between January 31 and June 30 and has not yet had their inspection scheduled:

- **If only 50% of total certification fees have been paid:** No further fees are required, and the remaining 50% will not be invoiced unless additional fees apply. Please refer to the *Additional Fees* section of the Certification Fees and Billing Overview document for details.
- **If 100% of total baseline certification fees have been paid:** May be eligible for a refund of up to 50%, with deductions for any applicable additional fees.

Cancellations After Inspection

If an operator cancels after an inspection has been conducted:

- **No refund is available**, and additional fees may still apply if incurred.
- **In the situations when only 50% of fees have been paid:** The remaining 50% of baseline certification fees, along with any applicable additional fees, will be due.

COABC Fee Refund Policy

Please refer to [COABC Refund policy #10B](#) Note: Eligible COABC fees refunds will be issued by the COABC office upon written notice to the [COABC Office Executive Director](#).