

Financial Policies

Financial Policies			
NAME OF POLICY	Financial Policy No. 1 – Annual Fee and Refund Policy		
APPLICABLE SECTIONS OF THE ACT, BY-LAWS AND REGULATIONS and/or PURPOSE	College Regulations 4, 5, 6, 7, 8,9, 10, 11, 23, 24, 25 and 26 College By-Laws 9, 12, 20, 23 and 25		
RESPONSIBILITY	CEO and all CPATA employees and Consultants		
APPROVED BY	EFFECTIVE	REVIEWED	REVISED
Chief Executive Officer	2021-12-01	2023-01-25	2023-01-30

Rationale

CPATA expects licensees to pay for services and license periods for which the Agent is required by CPATA’s by-laws and regulations. A reasonable administrative fee for the extra effort required on behalf of staff to process and pay refunds may be charged to the licensee/individual as part of the refund process.

Protocol

Annual License Fees

When a Licensee changes Category from Class 1 (Active Trademark and/or Patent Agent) to Class 2 (inactive) or applies to surrenders their license, they may receive a pro-rated refund (calculated based on Quarter of year) of license fees paid to CPATA for this year depending on the date that the change is requested. CPATA will allow the Licensee to apply any potential refund to the application fee to change category to Class 2 or surrender their licence.

In addition, Agents must pay the full Annual Fee if they renew or are reinstated before September 30th. If the renewal/reinstatement occurs between October 1 and December 31 the

fee required will be 50% (one-half) of the full Annual Fee amount. (see Pro-rated Annual Fees charts)

Invoicing and receipts

Currently CPATA's process is to have agents initiate the licence renewal process through the online portal. Each agent must verify their information and complete the renewal process which may impact the fee and sales tax amounts invoiced. Receipts may be generated from the online portal once the renewal is complete.

Firm/Organization Bulk Payments

For firms and organizations looking to make payments for five (5) or more agents a Bulk Payment Authorization Form may be completed and sent to CPATA for processing. Each individual agent will still be required to complete the annual renewal process using the online portal.

Changes from Class 2 to Class 1 license

If a Licensee is approved for a change of category from Class 2 to Class 1 the full amount of the annual fee already paid for the Class 2 renewal will be applied as a reduction in the remaining pro-rated Class 1 annual fee for that year.

Changes from Class 3 to Class 1 license

If a Licensee is approved for a change of category from Class 3 to Class 1 the Class 3 a pro-rated portion of the annual fee already paid will be applied as a reduction in remaining pro-rated Class 1 annual fee for that year. (see Pro-rated Annual Fees charts)

Application/Registration Fees

No refunds will be provided for application fees paid to CPATA unless it is determined that the application was made in error and/or was not required or is withdrawn before CPATA reviews application. This decision will be made by the CEO & Registrar.

Patent and Trademark Qualifying Exams

If a written request to withdraw from the qualifying examination is received at least 7 days prior to the exam administration, CPATA will provide a refund to the applicant for the portions of the exams not written.

If a written request to withdraw from the qualifying examination is not received at least 7 days prior to the exam administration, the applicant may be asked to provide additional documentation to support a refund request.

The CEO & Registrar and/or Director, Registration & Education, Deputy Registrar will approve any refund requests for exams.

Refund Processing

If the College must provide a payment refund to a licensee or other individual, the refund shall be paid back using the same method and to the same account as the initial transaction. Credit Card payments are to be processed by the CFO in the Moneris system. E-transfers, wire payments and direct deposits will be paid through RBC Express via an Electronic Funds transfer. CPATA will not send e-mail money transfers.

Extraordinary Circumstances

If an extraordinary situation occurs (e.g. death or incapacity of a Licensee, etc.) the CEO & Registrar may make an exception and approve a refund to a Licensee at a reasonable amount.

If a Licensee is suspended and has their license revoked by CPATA, no refund will be paid to the Licensee.

Pro-rated Annual Fees Charts

Annual Fee Period	Annual Fee payment required
Renewal period – January 1 to March 31	100% of Annual Fee payment required
Secondary period – April 1 to September 30	100% of Annual Fee payment required
Final period – October 1 to December 31	50% of Annual Fee payment required

Annual Fee Refund Period	Annual Fee refund provided
Renewal period – January 1 to March 31	75% of Annual Fee refunded less application fees
Secondary period – April 1 to September 30	50% of Annual Fee refunded less application fees
Final period – October 1 to December 31	No refund provided; however, appropriate application fees will be treated as paid from Annual fee payment.

Pro-rated Annual Fees Charts – Class 3 change to Class 1

Annual Fee payment timing	Annual Fee refund provided
Within 0-4 months of renewal period	75% of Class 3 Fee applied to Class 1 Fee
Within 5-8 months of renewal period	50% of Class 3 Fee applied to Class 1 Fee
Within 9-12 months of renewal period	No refund of Class 3 Fees.