

## DUES WAIVER & DUES REDUCTION POLICY

### 1.0 Purpose

#### 1.1 Overview

1.1.1 In recognition of unforeseen economic and social circumstances, CPA Nova Scotia has established the *Dues Waiver & Dues Reduction Policy* that applies to annual membership dues, including CPA Canada dues. Members may apply for a *Dues Waiver* or a *Dues Reduction* of member fees; however, such applications do not guarantee that a *Dues Waiver* or *Dues Reduction* will be granted. All *Dues Waivers* and *Dues Reductions* are valid for one year only (except for *Retirement and Permanent Medical Leave*). CPAs who wish to extend the period of a dues waiver or dues reduction beyond one year must reapply annually.

1.1.2 All members are required to contact CPA Nova Scotia within 30 days of a change in their membership status. In all circumstances where a *Dues Waiver* or *Dues Reduction* is requested, CPA Nova Scotia reserves the right to request proof of income, including *CRA Notices of Assessment* and other tax documents.

1.1.3 A *Dues Waiver* or *Dues Reduction* may be granted upon completion of the CPA Nova Scotia *Dues Waiver/Reduction Request*. All requests will be reviewed by the Registration Committee.

#### 1.2 CPA Nova Scotia Dues Waiver/Reduction Request

1.2.1 *CPA Nova Scotia Dues Waiver/Reduction Request* is available through the on-line Member Portal during annual renewal. Applications must be completed and submitted as indicated. The fees will be automatically adjusted based on the request and will be payable at the time of renewal (in the case of a reduced fee only); however, please note that all *Dues Waiver* or *Dues Reduction requests* are subject to final approval by the Registration Committee and, if not approved, you may be required to pay the additional fee amount

1.2.2 All requests must be received by March 31<sup>st</sup> to be applied to the fiscal year commencing April 1<sup>st</sup> based on the estimated current calendar year's earnings. For example, the 2025 calendar year estimated earnings may be used for the 2025-26 billing period.

1.2.3 Membership dues will not be refunded.

1.2.4 Member *Dues Waivers* and *Dues Reductions* are established as separate and distinct from CPD exemptions.

### 1.3 Active Income

- 1.3.1 “**Active Income**” means gross income and includes all accounting and non-accounting income from all employment or director’s fees, and/or net income from self-employment. Active Income for the purposes of the *Dues Waiver* or *Dues Reduction* does not include EI, pension income, interest income, dividend income, support payments or disability income. Active Income is based on individual earnings, not family earnings. All other sources of income will be considered “active”.

## 2.0 DUES WAIVER (100% of MEMBER DUES)

### 2.1 Dues Waivers

- 2.1.1 CPA Nova Scotia may offer a *Dues Waiver* of 100% of membership dues in special circumstances for members who anticipate being unable to earn Active Income (as defined above) greater than \$10,000 in the fiscal year commencing April 1<sup>st</sup>. For a *Dues Waiver* request to be granted, the member must be unable to earn Active Income greater than \$10,000 for one of the reasons listed below:

### 2.2 Retirement Waiver:

- 2.2.1 Retirement occurs when a member over the age of 55 has no intention of returning to the workforce and does not earn Active Income greater than \$10,000. Retired members are exempt from paying membership dues.
- 2.2.2 Once a *Retirement Waiver* is granted by CPA Nova Scotia, there is no requirement to reapply for the waiver each year. It is the member’s responsibility to notify CPA Nova Scotia if their status changes, including earning Active Income greater than \$10,000.
- 2.2.3 If a retired member wishes to be reinstated to active membership, there are also re-entry requirements that must be met under the *Continued Professional Development Policy*.

### 2.3 Medical Leave:

- 2.3.1 Members suffering from long-term illnesses or disabilities that preclude them from participating in the workforce may apply for waivers of up to 100% of member dues. Medical documentation may be required upon request.
- 2.3.2 If a *Permanent Medical Leave Waiver* is granted by CPA Nova Scotia, there is no requirement to annually reapply for a *Dues Waiver*.
- 2.3.4 If a *Temporary Medical Leave Waiver* is granted by CPA Nova Scotia, there is a requirement to apply for the *Dues Waiver* each year.
- 2.3.5 It is the member’s responsibility to notify CPA Nova Scotia if their status changes, including earning Active Income greater than \$10,000.



- d. **Medical Leave** where members earn active income greater than \$10,000 but less than the *Annual Surplus Income Limit*.
- e. **Education Leave** where members earn active income greater than \$10,000 but less than the *Annual Surplus Income Limit*.

## 3.2 Unemployment

- 3.2.1 An unemployed member who is in good standing may request a *Dues Reduction* of 50% of member dues. If a member is seeking a greater reduction or a full waiver of their dues, they must demonstrate financial hardship (see Section 4.0).

## 4.0 Financial Hardship

### 4.1 Financial Hardship Request

- 4.1.1 CPAs who are seeking dues relief for exceptional circumstances other than those described above may apply for a financial hardship dues waiver of member dues. Each request will be reviewed by the Chief Executive Officer in addition to the Registration Committee for a final decision. If you are requesting a financial hardship dues waiver based on financial hardship, you must complete the *Financial Hardship Declaration* and submit the completed declaration through the online member portal.
- 4.1.2 The *Financial Hardship Threshold* is based on the current *Superintendent of Bankruptcy Surplus Income Threshold* for the Family Unit. For purposes of the financial hardship test, income is the aggregate income from all sources including income from all employment or director's fees, net income from self-employment, EI, other government assistance, pension income, rental income, investment income, support payments and disability income for all persons in the member's Family Unit.
- 4.1.3 A Family Unit is defined as including the member, any person who resides in the same household and who benefits from either the expenses incurred, or income earned by the member, or who contributes to such expenses or earnings. A person who does not reside in the same household shall be included in the Family Unit if the person benefits from or contributes to the expenses incurred or income earned by the member.
- 4.1.4 Each member is entitled to a lifetime maximum of two financial hardship dues waiver requests. CPA Nova Scotia reserves the right to request proof of income of all members in the family unit, including *CRA Notice of Assessments* and other tax documents. CPA Nova Scotia will request such tax documentation in the case of two consecutive annual financial hardship dues waivers.