



Canadian Therapeutic Recreation Association
Association Canadienne de Loisir Thérapeutique

Economic Fee Waiver Request Form

Application Process

- A. Only those individuals that fully meet the membership criteria for Professional Membership may apply for the Economic Hardship Fee Waiver
 1. Individuals may apply to waive a portion or all of fees associated with the CTRA member application or renewal process, in the event they have experienced an **unanticipated** hardship that has caused a substantial financial burden.
 2. The Fee Waiver applicant will be able to complete, add pertinent supporting documents and submit their Fee Waiver Request Form online. If an applicant would like to add additional supporting documents, they can email them to executivedirector@canadian-tr.org and include "Fee Waiver Additional Documents" in the subject line.
 3. Fee Waivers will be reviewed by the Economic Hardship Review Committee. Applicants will be notified of the Committee's confidential decision and applicable instructions via email.

Additional Information:

A. Limitations:

- a. The Fee Waiver does not apply to fees already paid.
- b. The Fee Waiver program does not apply to Student nor Supporting members.

B. **Fee Waiver Allocation:** Applicants are in the best situation to determine if they require a portion or all of their membership fees waived based on their particular circumstances. The Fee Waiver Request Form provides tiered options based on your situation. Please select the option that best suits your needs.

C. **Member Applications:** Individual's applying to waive all or a portion of the Membership **Application** Fees may submit the form at any point throughout the year **prior** to applying for their professional membership.

D. **Membership Renewals:** Individuals may only apply to waive all or a portion of the Renewal fees one month prior to the end of the annual membership year.

E. Plan for submission of your Fee Waiver Request Form according to the time frames and limitations.

Fee Waiver Application Information

Name:

Please note change of name from original on CTRA Member roster (if applicable)

Check if you are a new professional member applicant

CTRA Membership Number (if applicable)

CTRA Member Expiration Date (if applicable)

Preferred Phone:

Preferred Email:

(Second Page of Form)

FEES REQUESTED TO BE WAIVED check applicable boxes only

Regular Fees

Total Member Fee due

50% off New Applicant or Renewal Fees

\$150.00

\$75.00



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75% off New Applicant or Renewal Fees	\$150.00	\$37.50
100% off New Applicant or Renewal Fees	\$150.00	\$0.00
100% off Renewal Late Payment Fees with full payment of fees	\$150.00	\$150.00
100% off Renewal Late payments with portion % off as indicated above.	To be calculated based on time frame	
A deferment of full payment until such a time (to be stated below) without penalty	\$150.00	later payment \$150.00
A payment plan without penalty (to be invoiced by CTRA treasurer)	\$150.00	2 x \$75.00 3 x \$50.00 4 x \$37.50

(Third Page of Form)

STATEMENT AND SUPPORTING DOCUMENT(S)

A. Describe the hardship experience that is contributing to your request for a waiver of fees.

B. Attach pdf document(s) if applicable that will help support your request for a fee waiver. Eg. Notification of layoff

(Attach here)

C. If an applicant would like to add additional supporting documents, they can email them to executivedirector@canadian-tr.org and include "Fee Waiver Additional Documents" in the subject line.

ATTESTATION

By clicking "Submit" I, [insert name here] , attest that the information contained in this Fee Waiver Request Form is true and accurate, and I understand that any deliberate misrepresentation would be considered a violation of professional ethics and may result in the loss of my membership in good standing.

Digital Signature

Date



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Note: All information contained in this form will be kept confidential and not stored electronically or in any other form in accordance with CTRA's Personal Information Protection Policy for any period beyond that is required for a decision.

DEFINITION OF ECONOMIC HARDSHIP: An unanticipated hardship that has caused financial burden.

REMINDER: If an applicant would like to provide additional supporting documents, they can email them to executivedirector@canadian-tr.org and include "Fee Waiver Additional Documents" in the subject line.

If you have any questions or concerns with the CTRA Economic Fee Waiver Request Form, please email executivedirector@canadian-tr.org.