

Refund

CATEGORY

Finance

Policy (External)

OVERVIEW

This document constitutes NSCN's refund policy for licensure, application, exam, registration and other fees.

POLICY STATEMENT

- NSCN licensure fees are non-refundable once the licence is effective.
- A licensure fee paid in advance, for a licensure period that has not yet started is refundable upon request and must be approved by the Director of Finance.
- NSCN application, exam, registration and other fees are non-refundable.

CURRENT VERSION OF DOCUMENT

	Prepared By	Inspected/Reviewed By	Approved By
Name	Kate Wall	Shelley Farouse	
Role	Director of Finance	Senior Project Coordinator	
Date	March 28, 2025	January 28, 2025	April 3 2025 through SLT
Next Review Date	January 2028	Date Rescinded	

VERSION HISTORY

Version No.	Date	Changed by	Changes Made
0	March 28, 2025	Kate Wall	New policy

RELATED LEGISLATION & STRATEGIC PLAN OBJECTIVE

Legislation [Act, Regs, By-Laws]	Section	Strategic Plan

CLASSIFICATION

This document is determined to be	Public
	[insert classification from table below]

Classification	Description
Public	All users inside and outside the organization may have access to the document and it can be freely distributed.
NSCN Restricted	This document should only be accessed by users within the relevant entity and should only be distributed internally.
Confidential	This document should only be accessed by specified users. Not to be distributed outside these specific users.