COLLEGE OF PHYSICIANS & SURGEONS OF ALBERTA

Refund and Return Policy

Introduction

The College of Physicians & Surgeons of Alberta (CPSA) is established under the *Health Professions Act* (HPA). CPSA's privacy policies are derived from its authorities and responsibilities described by this Act, as well as the *Personal Information Protection Act* (PIPA).

CPSA is committed to following the mandates of the governing legislation to ensure that personal information under its custody and control is managed appropriately and responsibly.

Refund/Return

Physicians who have paid the full annual fee and retire, pass away, or voluntarily erase from the General Register, the Limited Practice Register (LRAP), or the Provisional Register–Conditional Practice in the following months will be refunded their applicable annual fee:

- January — refund 75% of fee
- February — refund 50% of fee
- March and later — no refund

Physician Assistants who have paid the full annual fee and retire, pass away, or voluntarily erase from the General Register or Provisional Register in the following months will be refunded their applicable annual fee:

- January — refund 75% of fee
- February — refund 50% of fee
- March and later — no refund

Facilities that close during the billing year will be refunded as follows:

- *Annual Fee:* prorated amount based on the number of months the facility is not operational during the billing period will be refunded (Billing period is April 1st to March 31st)

Further Information

For further information concerning CPSA's refund/return policy, please contact 780-423-4764 or email support@cpsa.ca.