

type of fee	when do I pay?	how much?	other information
Application	when you send in the application for new registration to either the General or Provisional Registers	\$150.00	Required for all new applications. A reinstatement application to the College, following de-registration, is considered a new application. Application fee payment must be paid separately from the Register permit fee payment.
New permit General Register and Provisional Register	on or after March 1	\$ 550.00	Fees are prorated for new registrants dependent on when they will begin practice. Fees must be paid in full; no monthly fee payments are acceptable.
	on or after June 1	\$ 412.50	
	on or after September 1	\$ 275.00	
	on or after December 1	\$ 137.50	
Renewal of permit General Register and Provisional Register	on or before February 1	\$ 550.00	Renewal application and payment must be received by the date specified.
	after February 1 and on or before February 28	\$ 625.00	
Courtesy Register permit	when you send in the application	\$ 60.00 per 30 day period	Fee must be paid in full for the duration of tenure in Alberta.
Re-issue permit		\$ 25.00	

The College registration year is from March 1 to February 28.

Method of payment

Payment may be made by cheque, money order, Visa or MasterCard. Cheques or money orders should be made payable to Alberta College of Occupational Therapists or ACOT. All payments are required in Canadian funds. \$25 is charged for cheques not honoured due to insufficient funds.

Refund policy

General Register and Provisional Register permit holders who choose to cancel their registration during the registration year may be eligible for a partial fee refund. Pending acceptance of a **written request**, the maximum refund available is 50% of the permit fee. **All other fees are non-refundable.** To be eligible for a fee refund:

- practice of occupational therapy in Alberta must end on or before August 31,
- **written request** to the Registrar must be received before September 30,
- the permit card must be returned to the College, and
- written proof of termination of employment and date of termination (a letter from the employer or copy of the Record of Employment) must be received.