

## RAIC MEMBERSHIP FEE WAIVER POLICY

### Category: Membership

**Policy Number:** OP-002

**Date of policy:** February 28, 2025

An RAIC member in good standing may request to waive their membership fees for one calendar year if they have been a member in good standing prior for at least one (1) full membership year prior to submitting a request.

The Fee Waiver can be considered for reasons including maternity/parental leave, long-term parenting/ caregiving leave, sabbaticals, and other reasons that may temporarily affect one's ability to pay membership fees due to financial hardship.

The Fee Waiver is only applicable for a membership fee that has not yet been paid and for the year indicated in the request. Previously paid membership fees are not eligible under the Fee Waiver policy.

All fee waiver requests shall be reviewed and approved by the RAIC Chief Executive Officer. The Chief Executive Officer will provide quarterly updates to the board Executive Committee. The Chief Executive Officer reserves the right to request further supporting documentation for the review process. A decision shall be provided within 21 business days of submission.

Individuals who have been granted a fee waiver will retain rights, privileges, and member benefits with the RAIC.

### Conditions

- A member requesting a waiver of fees due to parental leave will automatically be approved.
- A member requesting a waiver of fees must be a member in good standing for at least one year prior to submitting the request;
- If granted, the waiver of fees will be applied for one calendar year (membership cycle);
- All fee waiver requests must be submitted using the [online application form](#);
- A maximum of two fee waivers may be requested in a 5-year period;
- Fee waivers are subject to approval by the RAIC Chief Executive Officer.

\*At its discretion, the RAIC Chief Executive Officer may update or cancel this policy without notice.

