



Fire Inspectors Association of Nova Scotia

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Registration policy for professional studies program

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that the professional studies program is delivered in a fair and equitable manner. It is also committed to ensuring that all participants in the program can benefit from this unique learning experience.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that all FIANS members are well and equally served by the association in the professional studies program;
- 2.2 To ensure that all members participating in the professional studies program understand payment and registration cancellation policies of the association; and
- 2.2 To employ best practices with regard to participation in a professional studies program.

3.0 PROCEDURE

- 3.1 All course fees must be advertised a suggested minimum of 6 weeks in advance of courses/professional studies sessions so that all participants understand the financial commitment to the association.
- 3.2 If course fees remain outstanding beyond 60 days of the end of the program whether a stand-alone course or a conference session, the Treasurer will be notified by the Executive Director. At that time, the Treasurer will assume the responsibility of collecting the outstanding monies. Late fees will be applied at the rate of 15% per annum calculated monthly.
- 3.3 If course fees remain outstanding for previous training for any individual and/or employer including government bodies and any of these parties wish to register for a next course, their registration will be denied. In all cases, the payee will be the one that will be denied access to future training. The Executive Director or his/her designate will inform the participant of their outstanding financial commitment.
- 3.4 No achievement certificate will be issued to any individual prior to payment being received – either by the individual in question or the employer.
- 3.5 If a registrant cancels his/her participation in a course/professional studies session by the Wednesday prior to the start of the course/session, 80% of the course fee may be returned to the individual/organization that issued the payment.

“Dedicated to saving lives and property through the prevention of fires”

- 3.6 If a registrant cancels his/her participation in a course/professional studies session after that time or if they don't show up at all at the course/session, 40% of the course fee may be returned to the individual/organization that issued the payment.
- 3.7 The Board of Directors of FIANS reserves the right to give a full credit to any individual or organization who has submitted course fees if the participation of a registrant is forfeited due to an emergency – examples of which may include sickness, family illness, death of a family member. The credit will be valid until the next training conference or professional development course that is applicable – whichever comes first. The Board will evaluate each such situation individually.

Prepared April 2, 2013
Updated September 30, 2013
Updated November 23, 2014
Approved March 10, 2015
Amended August 28, 2019
Approved August 28, 2019