

ADMINISTRATIVE FEE SCHEDULE

Unless otherwise stated, all dues, fees, fines and charges are subject to applicable taxes at the prevailing rate in effect at the time the fee, fine or charge becomes due. Payments must be remitted in Canadian funds and may be made by cheque (drawn on a Canadian financial institution), money order, VISA, or cash. All requests for waiver of fees will be considered by the Board of Directors on a case-by-case basis. **All fees and dues are subject to applicable taxes.**

1. Application Fees

Registered Landscape Architect	\$50.00
Landscape Architect	\$50.00
BCSLA Life Member	n/c
BCSLA Intern	\$50.00
BCSLA Associate	\$50.00
BCSLA Student	n/c
BCSLA Affiliate	n/c
BCSLA Honorary Member	n/c

Application fees are one-time, non-refundable administrative fees, payable at the time of application. All candidates invited to appear before the Board of Examiners will be invoiced an oral exam fee.

2. Oral Examination Fee (Senior Practitioner, Reciprocity and Intern Candidates) \$50.00

3. Annual Dues

At the 2010 BCSLA AGM, the BCSLA Membership agreed to approve an annual increase in dues equal to the annual rate of inflation, based on the Consumer Price Index (CPI), across all categories every year, rounding up to the nearest dollar.

Annual dues are payable by December 31 of the preceding year. Dues will be pro-rated quarterly for successful applicants during the calendar year and are separate from application fees. The amount of such fees may vary between categories of Members, and categories of Associates and Affiliates. Please see the Professional Dues Fee Schedule at www.bcsla.org/profession/policies-and-procedures for details.

4. Re-instatement Fees

a) Registered Landscape Architect and Landscape Architect

If and when the former Member who resigned in Good Standing re-applies for membership, the following fees are due:

- i. A re-instatement fee of \$200
- ii. The current year's pro-rated dues (quarterly)
- iii. A \$50 administrative fee

Please see [BCSLA Payment of Professional Dues Policy](#) for information on re-instatement for individuals who are Not in Good Standing.

b) Inactive or Retired Landscape Architect

- i. The current year's pro-rated dues (quarterly)
- ii. A \$50 administrative fee

c) BCSLA Intern or Associate

If and when the former BCSLA Intern or BCSLA Associate who resigned in Good Standing re-applies for membership, the following fees are due:

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- i. The current year's pro-rated dues (quarterly)
- ii. A \$50 administrative fee

5. Fee for Late Submission of BCSLA Intern Work Experience

No fee is assessed for late submissions of logged hours.

6. Request for BCSLA Certificate/Seal

- a) Replacement BCSLA Member Certificate \$ 50.00
- b) Replacement of BCSLA Professional Seal \$125.00

7. Confirmation of BCSLA Status

- a) Exam Verification and BCSLA Membership \$60.00
- b) Membership Status Verification \$30.00
- c) Use of Title Confirmation \$30.00

8. Non-compliance with Mandatory Continuing Education (CE) System

Please refer to [BCSLA CE Policy and Schedule A.](#)

9. Pro-rating Annual Dues (by date of registration)

Registered Landscape Architects, Landscape Architects, BCSLA Interns and BCSLA Associates:

- (i) January 1 – March 31 full annual fee
- (ii) April 1 – June 30 75% of the corresponding annual dues
- (iii) July 1 – September 30 50 % of the corresponding annual dues
- (iv) October 1 – December 31 25% of the corresponding annual dues

10. Refund of Annual Dues (by date of status change)

Registered Landscape Architects*, Landscape Architects*, BCSLA Interns* and BCSLA Associates:

- (i) January 1 – March 31 75% of the corresponding annual dues
- (ii) April 1 – June 30 50% of the corresponding annual dues
- (iii) July 1 – September 30 25% of the corresponding annual dues
- (iv) October 1 – December 31 no refund

Upon change of status all annual dues refund will be calculated on a quarterly basis minus \$50.00 administration fee. *CSLA dues are non-refundable.

11. NSF Cheques

Administrative/handling fee for cheques submitted to the BCSLA that are returned unpaid by the payee's financial institution: \$25.00.

12. Continuing Education Course Changes/Cancellations \$60.00

No refunds within seven (7) days of the event.

BCSLA Business Number: 13199 9757 RT 001