



Administrative Fee Policy and Schedule

POLICY TYPE FINANCE

POLICY NAME ADMINISTRATIVE FEES AND POLICIES

Purpose

There is a small fee associated with administrative services provided to membership to ensure the association is able to cover administrative expenses for day to day membership support and operations. Administrative fees are necessary to help cover costs associated with office supplies (postage, envelopes, labels), administrative time, research cost, and editing and copy costs.

Documents covered under this policy

1. Letter confirming membership or membership level
2. Letter confirming registration status
3. Request the issuance of additional membership certificates or cards
4. Request of updates to official member profile
*Self updates are free using your login
5. Request of additional physical mailed newsletters

Charges

There will be a \$15.00 CAD +GST/HST charge for the listed services.

Update and Changes to Policy

The overall policy, documents covered under it, and charges will be updated, modified, and adjusted by a vote of the Board of CATA-ACAT. Changes to administrative fees are subject to changes by the Board without prior notification to membership.