



**RAIC | IRAC**

Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada



# RAIC MEMBERSHIP FEE DEFERRAL POLICY

## Category: Membership

Policy Number: OP - 001

Date of policy: February 28, 2025

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

The Fee Deferral can be considered for reasons including financial hardship, medical/compassionate leave, critical illness, and other reasons that may temporarily affect one's ability to pay membership fees due to financial hardship.

The Fee Deferral 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 deferral 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 deferral will retain rights, privileges, and member benefits with the RAIC.

### Conditions

- A member requesting a deferral of fees must be a member in good standing for at least one year prior to submitting the request;
- If granted, the deferral of fees will be applied for three months maximum;
- All fee deferral requests must be submitted using the [online application form](#);
- A maximum of two fee deferrals may be requested in a 5-year period;
- Fee deferrals are subject to approval of the RAIC Chief Executive Officer.

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