

Membership Categories / Fee Reduction and Exemption Policy

Definitions

For purposes of determining membership categories as well as fee reduction or exemption the following terms are used:

“earned income”:

1. may be calculated as either:
 - a. **ACTUAL** income (per 2, 3 & 4) earned in the fee period immediately preceding the fee period being considered for a fee reduction or exemption, or
 - b. **ANTICIPATED** income (per 2, 3 & 4) earned for the fee period associated with the fee reduction or exemption request, or
 - c. **ANTICIPATED** income (per 2, 3 & 4) in any 12-month period ending in the fee period of the upcoming year fee cycle and where the period has not already been included in previous calculations of earned income in support of a fee reduction or exemption;
2. includes all employment income. It **excludes** income arising from employment insurance, Medical or disability insurance payments, pensions, retirement payments, investments, and payments from a firm or business intended to facilitate retirement, e.g., “transitional” payments to facilitate the transfer of clients over a limited time period;
3. includes such income as Directors’ fees, consulting fees and self-employment income. Salary/Dividends received from a business in which the member no longer plays an active management role are considered retirement income for this purpose and are **excluded** from the earned income calculation;
4. income from self-employment is based on net income before taxes and not on gross billings;

The Membership and License committee reserves the right to audit a members earned or anticipated income and/or request documentation to support an application for a reduced or exempt membership fee.

“fee period” is the twelve-month fiscal period in respect of which annual membership fees are assessed and is currently from April 1 to March 31.



Membership Categories

Full Member

This category applies to all members who as at April 1:

- Reside in Newfoundland and Labrador, or
- Reside in another province/territory or country and who do not hold a full (or equivalent) membership in another Canadian CPA provincial body or CPA Bermuda; and
- Have been admitted and maintained as a member in good standing in accordance with the Newfoundland and Labrador *Chartered Professional Accountants and Public Accountants Act*, Regulations and By Laws.

These members are assessed the provincial CPA membership fee as approved by the Board.

Affiliate Non-resident Member

An Affiliate Non-resident membership applies to members who, as at April 1, reside outside of Newfoundland and Labrador and maintain full resident status or its equivalent in another Canadian CPA provincial body or CPA Bermuda. Such members may apply annually for the Affiliate Non-resident category and will be assessed the Affiliate membership fee as approved by the Board.

Fee Exemption or Reduction

Exempt Membership Fee

Members may apply for *Exempt* member fee status if they have retired from the profession and their earned income is less than \$20,000. A retired member is one who has ceased to be gainfully employed and has no intention to seek or accept gainful employment, either temporary or permanent.

Members who become gainfully employed during the applicable fee period such that they no longer meet the exemption criteria, must notify the Association and will be subject to a fee adjustment.

Reduced Membership Fee

Reduced membership fee status (Parts i, ii & iii below) is available to members who qualify under the “earned income” criteria as set out below. To qualify, members must re-apply annually to demonstrate they meet the criteria for a fee reduction for the fee period. A member may also experience special circumstances, often due to a temporary leave from work, which may result in fee relief.

- i. 50% Reduced Fee - Members whose earned income is between \$20,000 and \$35,000 may apply for a reduction of 50% for that fee period;
- ii. 75% Reduced Fee - Members whose earned income is less than \$20,000 and has not retired per the Exempt category above, may apply for a reduction of 75% for that fee period.



- iii. Special Circumstance – Members who do not meet the criteria established for a reduced or exempt fee but who are experiencing other special circumstances they believe warrant fee relief, may apply to the Membership and Licensing Committee for a fee reduction or exemption, Special Circumstance applications are processed by the Registrar and presented to the Membership and Licencing Committee on an anonymous basis.

Members who have been assessed a reduced fee and whose situation changes during the applicable fee period such that they no longer meet the reduced fee criteria, must notify the Association and will be subject to a fee adjustment.

To apply for Exempt or Reduced Fee status, complete the Fee Exemption / Reduction Request section of the Annual Membership renewal process.

Member transferring to the Province

A Member transferring to Newfoundland and Labrador during a fee period who, as at April 1 of the applicable fee period, held full resident status or its equivalent in another Canadian CPA provincial body or CPA Bermuda, shall be eligible for reduced annual membership fees equal to the Affiliate membership fee. In the subsequent fee period, the member will be considered a full resident member provided they continue to reside in Newfoundland and Labrador.

New Member

A Student who becomes eligible for Full Membership during the fee period is required to pay the application/admission fee as prescribed by the Board and the annual fee for the applicable fee period. The annual fee will be prorated to the nearest month after the student became eligible for CPA provincial membership.

Refunds

Please note, CPA Newfoundland and Labrador does not issue refunds. If your anticipated income will meet the eligibility criteria for an exemption or reduction, please use that calculation during your membership renewal. If your income falls below the threshold during the fee period after the membership renewal cycle, the earned income definition does allow you to leverage dates from the previous 12-month period during your next membership renewal for the following fee period cycle.

Change Tracking

Date	Description of Change	Board Approval Date
02/11/2026	Reorganized the document flow, removed CPA Canada/National references and included a refund section outlining our operational practice.	02/18/2026