

4.0 Substantial Equivalence Fees

Policy #	4.0
Policy Title	Substantial Equivalence Fees
Rationale	Application fees cover the costs associated with the assessment of substantial equivalence applications.

Policy Statement

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4.1	Applicants must pay the application assessment fee in order to process their application for substantial equivalence.	<ul style="list-style-type: none"> The substantial equivalence process operates at cost recovery.
4.2	Applicants who have submitted incomplete applications (e.g., do not have their application documents submitted) within 6 months of the receipt of their application will have their file closed. The CLPNA will issue a refund of the full amount, less an administration fee.	<ul style="list-style-type: none"> The CLPNA is required to return unapplied funds to applicants to avoid maintaining liability.
4.3	Applicants who withdraw from the substantial equivalence assessment prior to their application documents being received by the CLPNA will be eligible for a full refund less, an administration fee.	<ul style="list-style-type: none"> The CLPNA is required to refund applicants in regard to services not rendered to avoid any liability.
4.4	Application fees are non-refundable once all application documents have been received by the CLPNA.	<ul style="list-style-type: none"> Allows for appropriate compensation for the work started and/or completed by the CLPNA.