

Speech and Hearing BC Policy Statement & Procedures

V.9

AREA: Finance

SUBJECT: Refunding Fees Regarding Overpayment of Speech and Hearing BC Membership Fees to SAC

POLICY:

This policy covers situations in which a member has overpaid their Speech and Hearing BC fees to SAC.

PROCEDURE:

For members who are in categories where there are less than full membership fees paid to Speech and Hearing BC and SAC has over collected the fees:

- The member will bring the overpayment to the attention of the operations manager.
- The operations manager will check with SAC regarding the amount of fees that were paid for Speech and Hearing BC

The Speech and Hearing BC Office will issue a refund cheque.