



BOARD POLICY

Policy name: ARIDO Registered Interior Designer Assessment (RIDA) Incomplete Application Policy

Short Summary: *Candidates who fail to complete the application process will have their application deemed incomplete and cancelled with a right to appeal.*

Issue date: April 14, 2025

Revision date: April 7, 2026

Purpose:

To ensure fair and consistent handling of incomplete applications for the Registered Interior Designer Assessment (RIDA), maintaining the integrity and efficiency of the application process.

Scope:

This policy applies to all applicants submitting applications for RIDA.

Policy Statement:

ARIDO is committed to providing a clear and equitable process for applicants whose applications are incomplete. This policy outlines the steps to be taken when an application is deemed incomplete.

Procedure:

1. Initial Review:

- Upon receipt of an application, ARIDO will conduct an initial review to ensure all required documents and information are provided.
- If the application is complete, it will proceed to the next stage of the review process.

2. Notification of Incomplete Application:

- If the application is found to be incomplete, ARIDO will notify the applicant via email within 5 business days of receipt.
- The notification will specify the missing documents or information and provide instructions on how to complete the application.

3. Deadline for Completion:

- Applicants will be given a deadline of 5 calendar days from the date of the notification to submit the missing documents or information.
- Failure to meet this deadline will result in the application being considered withdrawn.

4. Follow-Up:

- ARIDO will send a reminder email to the applicant 2 calendar days before the deadline if the missing documents or information have not been received.
- If the applicant submits the required documents or information within the deadline, the application will proceed to the next stage of the review process.

5. Final Decision:

- If the applicant fails to submit the required documents or information within the deadline, ARIDO will send a final notification confirming that the application has been withdrawn.
- Applicants whose applications are withdrawn may reapply during the next application cycle.

6. Failure to pay fees:

- This policy is applicable to applications where documentation is complete, but fees (application or assessment fee) is not paid by the candidate at any stage of the process.

Appeals:

- Applicants may appeal the decision to withdraw their application by submitting a written appeal to ARIDO within 2 business days of the final notification.
- Appeals will be reviewed by the ARIDO Registrar, and a decision will be made to the applicant within 15 business days.
- The Registrar's decision will be final – If appeal is upheld, the application process will continue. If denied, the application will remain cancelled, and the candidate will have to reapply.

Effective Date:

This policy is effective as of April 14, 2025 and was revised on April 7, 2026.

Review Cycle:

This policy will be reviewed annually and updated as necessary.