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## BOARD POLICY

**Policy name: RIDA Non-Refundable fee and exception policy**

**Short Summary: Fees paid by candidates for the RIDA assessment is non-refundable.**

**Issue date: April 14, 2025.**

**Revision date: April 7, 2026.**

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### **Purpose:**

To provide a clear direction on how fees and any exceptions are handled for RIDA.

### **Scope:**

This policy applies to all applicants submitting applications and making payments for RIDA.

### **Policy Statement:**

This policy ensures that all candidates are informed of the financial commitments involved in the RIDA program and the non-refundable nature of the fees

#### **1. Enrollment Fee:**

- Non-members or out-of-province candidates must pay a non-refundable enrollment fee of \$75 plus HST upon application submission.

#### **2. Assessment Fee:**

- The total assessment fee for RIDA is \$1347 plus HST, payable in two installments:
  - The first installment is due before being granted access to start the Practice Readiness Program.
  - The second installment is due before the scheduling of the Entrance Interview.
  - The Registrar shall set the payment schedule for each RIDA cycle.
- All fees are non-refundable, regardless of whether the candidate completes the program.

#### **3. Re-enrollment:**

- If a candidate fails to complete the program within the prescribed timelines, they must re-enroll and pay the full fees again.

#### **4. Acknowledgement Requirement:**

- Candidates must acknowledge the non-refundable nature of all fees upon application submission and payment.

### **Exceptional Circumstances:**

In exceptional circumstances supported by documentation accepted by the Registrar, where fees have been paid but the candidate is unable to complete the assessment within the timelines required for their cohort, the requirement to re-enroll may be waived at the discretion of the Registrar.

Exceptional circumstances include the following:

- **Medical emergencies:**
  - Severe illness or injury that prevents the candidate from completing the program.
- **Family emergencies:**
  - Death or serious illness in the immediate family for whom the candidate is the sole or primary caregiver.
  - Parental leave
- **Administrative errors:**
  - Errors made ARIDO that affect the candidate's ability to complete the program.
  - Technical issues that prevent the candidate from completing the assessment
    - Technical issues must be reported as soon as they occur to ARIDO
    - Candidates must cooperate with ARIDO to try to resolve the issue as soon as possible.

In such exceptional circumstances, while the fees remain non-refundable, the candidate will be transferred to the next cohort where there is availability allowing them to complete the assessment without the need for reenrollment.

**Effective Date:**

This policy is effective as of April 14, 2025 and has been updated on April 7, 2026

**Review Cycle:**

This policy will be reviewed annually and updated as necessary.