

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.14.01
Section:	Regulatory Finance	Issued:	December 6, 2013
Subject:	Pre-Authorized Payment Plan	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	September 2016
Issued by:	Saskatchewan Association of Licensed Practical Nurses	Dated:	July 7, 2017

1. POLICY

The Pre-Authorized Payment Plan (PPP) is a pre-payment option which allows members of the SALPN the opportunity to pay their licensure fees for the upcoming licensure year in equal monthly instalments from March through October. Each member that enrolls in the PPP must continue to renew their annual license online before the deadline of December 1st to ensure licensed for the upcoming year as well as to avoid late or re-instatement fees.

2. PROCEDURE

- 2.1 All SALPN members who wish to participate in the PPP must complete and/or submit the following documents and/or requirements by February 28th in order to be considered for the program:
 - a. PPP Application Form
 - b. VOID Cheque
- 2.2 PPP subscribers will have a total of \$51.00 per month deducted from their bank account on the 15th of the month for eight (8) months beginning in March of each year. An administrative fee of \$1.00 is included in the monthly deduction.
- 2.3 PPP subscribers will provide the SALPN with any changes in their banking information in writing within seven (7) days prior to the scheduled withdrawal date.
- 2.4 PPP subscribers who fail to notify the SALPN with a change in banking information will be removed from the program. The fees paid to that date will be returned less a \$25 administration fee.
- 2.5 PPP subscribers must currently hold a Practicing, GLPN license or a Non-Practicing Certificate to be eligible for the program.
- 2.6 PPP subscribers whose payment is returned NSF on the 15th of the month, will have the amount owed added to the next payment due, as well as the NSF charge/associated bank fee(s).

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy # .	2.14.01
Section:	Regulatory Finance	Issued:	December 6, 2013
Subject:	Pre-Authorized Payment Plan	Effective:	December 2013
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	September 2016
Issued by:	Saskatchewan Association of Licensed Practical Nurses	Dated:	July 7, 2017

SALPN Administrative Policy Manual: Regulatory/Practice

- 2.7 PPP subscribers whose payment is returned NSF twice will be cancelled from the program. The fees paid to that date will be returned less the \$50 NSF charge/associated bank fee(s) and a \$25.00 administration fee.
- 2.8 Current PPP subscribers who wish to continue in the program must provide the SALPN with an updated PPP application annually. Unless banking information has changed, subscribers will not be required to submit another VOID cheque.
- 2.9 Monthly administrative fees are non-refundable.