

**CERTIFIED ORGANIC ASSOCIATIONS OF BRITISH COLUMBIA**  
**ACCREDITATION BOARD**  
202-3002 32<sup>nd</sup> Ave  
Vernon, BC V1T 2L7  
Phone: (250) 260-4429 Fax: (250) 260-4436  
Email: [office@certifiedorganic.bc.ca](mailto:office@certifiedorganic.bc.ca) Website: [www.certifiedorganic.bc.ca](http://www.certifiedorganic.bc.ca)

---

## **COABC Policy # 10B**

### **COABC Fee Refund Policy**

#### **Background**

To ensure consistency in the application of refunds the COABC needs a refund policy which can be applied equally to all Certification Bodies.

In order to identify areas for improvement or perceived problems, licensees that voluntarily withdrawn will be requested to provide their reasoning for withdrawal. This information will be forwarded onto the Board for review and recommendation of any necessary actions as a result.

#### **1. Decertification: - No Refund**

#### **2. Voluntary Withdrawal:**

Prorated refund from the month of renewal date to month of withdrawal notification to COABC. The prorated refund is capped at a maximum of 6 months. Anyone withdrawing less than 6 months into the year would receive 6 months refund, and withdrawals after 6 months would receive no refund. The reason for withdrawal is to be included with the notification; however it will not affect the licensees entitled refund.

E.g. Renewal Date: Feb 12, 2009  
Voluntary Withdrawal COABC Notification Date: June 24, 2009  
Monthly membership of COABC: 5 months  
Prorated Refund is 7/12 of COABC fees – but maximum refund is 6 months  
Refund entitled: 6 months

Renewal Date: Feb 12, 2009  
Voluntary Withdrawal COABC Notification Date: August 24, 2009  
Monthly membership of COABC: 7 months  
Refund entitled: Zero as withdrawal after 6 months.

#### **3. Initial Applicant: - 50% refund of COABC fee if applicant did not receive certification status (transitional or certified)**

#### **Notes:**

- Refund of CB certification fees are up to each CB and not covered as part of this policy.