

## 2022-23 Registration Renewal Schedule

## **Important Dates**

The following is a list of important dates and deadlines around the 2022 renewal period. To avoid incurring a late fee and potentially affecting your registration status, your online information return form and payment (either full payment of your registration fee OR enrollment in the College's Payment Plan Program) must be received before the March 31, 2022 5:00 p.m. EDT deadline.

Note: Some information may require review prior to your being provided with access to the payment portal and the ability to complete the renewal process. Reviews may take up to 5 business days depending on the volume experienced by the College at that time, and Registrant response time to College requests for additional information or documentation. Please allow yourself sufficient time to complete the process prior to March 31.

February 14, 2022 at 9:00 a.m. EST	Launch of registration renewal for the 2022-23 registration year.
March 2, 2022 at 5:00 p.m. EST	Deadline to submit an accommodation request with appropriate supporting documentation. See the <u>Information Return Guide-Inactive</u> <u>Class</u> or the <u>Information Return Guide –</u> <u>General Class</u> .
March 17, 2022 at 5:00 p.m. EDT	Deadline to submit a completed <u>class</u> <u>change application</u> with supporting documentation to renew in a different class of registration.
March 30, 2022 at 5:00 p.m. EDT	Deadline for College receipt of payments being made by cheque or money order.
March 31, 2022 at 5:00 p.m. EDT	Deadline for payment of annual registration fee OR enrolment in the <u>Payment Plan Program.</u> AND Deadline to submit completed Information Return.
March 31, 2022 at 5:00 p.m. EDT	Late fee applied for non-payment of annual registration fee.
April 4, 2022	Issuance of 30-day Notice of Intent to Suspend Registration (for non-payment of fees and/or failure to provide information).

## Annual Registration Fees & Information Return

May 9, 2022	Deadline for correcting default before issuance of Notice of Suspension.
May 10, 2022	Suspension of registration for failure to pay fees and/or failure to provide information. Suspension will be noted on the Public Register.