APC Fee – Quarterly Payment

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| **APC Fee – Quarterly Payment**  This policy was introduced to ensure that all practitioners are able to pay their APC fee without causing undue financial pressure | |
| **Principles** | Practitioners who meet the following criteria will be eligible to apply to the Board to pay their Annual Practising Certificate in (4) quarterly payments   * If you have earned $35,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas).   Practitioners who apply for this quarterly payment must provide the  Board with evidence of income (both personal and business income in  New Zealand and overseas) from the previous tax year i.e. a certified  declaration of earnings or a taxation statement AND a statutory  declaration (template following)   * Have extenuating financial circumstances where they are unable to make the APC payment in full.   Practitioners who apply for this quarterly payment through extenuating financial circumstances must provide the Registrar with a statutory declaration outlining their payment difficulties (template following).  Applications for entitlement to pay the APC fee by quarterly instalments will be considered on a case by case basis by the Registrar.  Practitioners will be required to apply on the application form (following). |
| **Payment** | Practitioners who are approved to make quarterly APC fee payments will need to make the payment by:   * Credit card (using the Board’s website) * Direct credit (placing the money directly into the Board’s bank account) * Cheque (sending a cheque directly to the Registrar)   The onus will be on the practitioner to remember to make their quarterly payment. The practitioner is required to alert the Registrar once a payment has been made.  Defaulting on a payment may result in immediate cancellation of an APC.  Outstanding fees will need to be paid before another APC can be issued irrespective of whether or not the practising certificate is required in the same practising year or future years. |

***Date approved: January 2009***

***Date reviewed: July 2009*ANNUAL PRACTISING CERTIFICATE FEE BY QUARTERLY PAYMENTS**

**APPLICATION FORM**

**Applicant details**

Full Name: Date of Birth:

Application or Registration Number:

I (full name) declare that

I have earned $35,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas). I have included evidence of this as requested in the APC Quarterly Payment Policy AND enclose the Statutory Declaration as requested (template following).

I have extenuating financial circumstances where I am unable to make the APC payment in full. I have included a statutory declaration outlining my payment difficulties as requested in the APC Quarterly Payment Policy (template following).

In addition to the above I:

* I understand and agree that if my application to make my APC fee in quarterly payments is approved, and I default on these quarterly payments that my Annual Practising Certificate will be cancelled and that I will owe the balance of the Annual Practising Certificate fee to the Board.
* I understand and agree that any monies owing to the Board will need to be paid before another Annual Practising Certificate application will be approved.

I will be paying by:

Cheque: I will send in a cheque each quarter

Credit Card: I will make a payment online each quarter (Board’s website)

Direct Credit: I will make a payment directly into the Board’s bank account

each quarter

As this APC year has already started please advise the Board when you intend to make your payments taking into account that you will need to have completed your APC payment in full by the 31st September (the new ACP year starts on the 1st October).

Reduced APC

1st Payment Payment Date:

2nd Payment Payment Date:

3rd Payment Payment Date:

4th Payment Payment Date:

Payments will be expected on the: 1st October, 1st January, 1st April, and 1st July

**Signed Date**

**STATUTORY DECLARATION**

**I solemnly and sincerely declare that:**

I (full name) have earned $35,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas) in the previous tax year and expect this income level to continue in the coming tax year.

I am therefore applying to the Board for a reduced Annual Practising Certificate fee. I have included with this declaration certified evidence of my previous year’s income as requested.

I include with this application evidence of income as requested in the APC Fee Quarterly Payment Policy.

**I make this solemn declaration by virtue of the Oaths and Declarations Act 1957.**

**Full Name: Signature:**

**Date of Birth:**

**Application Reference Number:**

**Date:**

**This declaration needs to be certified:**

**Declared at: this: day of: 20\_ \_**

**In the presence of: Signature:**

**Address:**

**Occupation:**

You will need to make a statutory declaration by signing the application form in the presence of a lawyer, Justice of the Peace, Notary Public, Court Registrar or any other person authorised to take such Declarations.

**STATUTORY DECLARATION**

**EXTENUATING FINANCIAL CIRCUMSTANCES**

**I solemnly and sincerely declare that;**

I (full name) would like to make the following statutory declaration to the Psychotherapists Board of Aotearoa New Zealand.

**I make this solemn declaration by virtue of the Oaths and Declarations Act 1957.**

**Full Name: Signature:**

**Date of Birth:**

**Application Reference Number:**

**Date:**

**This declaration needs to be certified:**

**Declared at: this: day of: 20\_ \_**

**In the presence of: Signature:**

**Address:**

**Occupation:**

You will need to make a statutory declaration by signing the application form in the presence of a lawyer, Justice of the Peace, Notary Public, Court Registrar or any other person authorised to take such Declarations.

**PENALTY FOR WRONGFULLY PROCURING REGISTRATION**

The onus is on you the applicant to ensure the information supplied to the Board is true and correct. If it is subsequently shown that you have obtained registration fraudulently, your entry in the register will be cancelled and you will be unable to lawfully practice in New Zealand. You may face imprisonment and/or a fine of $10,000.