

STEP Canada
National Conference Student/Affiliate/Associate Registration Fee
Policy and Guidelines

APPROVED BY STEP CANADA BOARD: February 29, 2016

A discounted registration fee for the STEP Canada annual national conference will be offered to **active affiliate and associate** members enrolled in any STEP education program that contributes to the qualification membership framework leading to full membership and TEP designation.

An active affiliate or associate is defined as an individual who:

- is up to date in payment of annual fees;
- is currently enrolled in a STEP program or course of a program; and
- either:
    - has enrolled in a program within 12 months of event date; or
    - has written at least one exam or submitted at least one essay within 12 months of event date.

At the time of writing this policy, examples of qualifying education programs include:

- STEP Canada Diploma in Trusts and Estates (Exam Route)
- Essay Route
- Certificate in Estate and Trust Administration (CETA)
- STEP Worldwide Certificate Course

Any individuals who register at this discounted rate and ultimately fail to meet the minimum activity qualification will be given the opportunity to:

a) cancel their registration outright, cancellation and refund policies will apply or;
b) change registration fee to full member fee, early-bird discount will apply if changed prior to early-bird cut off

Affiliates and associates who do not meet the discounted registration fee criteria are invited to register to the conference at the full member rate.