



MOC Late Fee Policy

Policy history: **Approved** by the MOC Coordinating and Budget and Finance Committees at the February 2008 meeting of the Board of Trustees. **Revised** (added A i, ii & C) by MOC Coordinating and Budget and Finance Committees at the October 2009 meeting of the Board of Trustees.

Policy:

- A. Diplomates will be subject to late fees if the following occur:
 - i. Untimely agreement into the MOC process. Agreement must occur prior to February 28th of the year following initial certification or entrance into subsequent MOC cycles.
 - ii. Invoice for annual fee not paid by due date.
- B. For 2008 only, each MOC diplomate will be given a one-time opportunity to pay past-due amounts without assessment of the late fee. Payments must be received by the ABR by December 31, 2008. Any payment received after December 31, 2008 will be considered late, and the \$100.00 late fee will apply.
- C. Life time certificate holders will not be subject to a late fee for voluntary participation in MOC.

Staff Procedures:

- A. Finance will be responsible for communicating, handling and collecting late fees. All inquiries will be handled by the AR Specialist and collection procedures will be consistently performed.
- B. Authority to waive a late fee can be given by the Executive Director, Associate Executive Director or MOC Division Chair. To waive a late fee, the diplomate must have demonstrated a consistent annual pay history (to be considered consistent previous fees must have been paid in the year billed or by the specified due date) and no prior late payments (1st time offense).
- C. No late fees will be refunded.