



Pre-Authorized Payment Plan

The Nova Scotia College of Nursing (NSCN) strives to provide programs and services that meet the needs of its stakeholders. The pre-authorized payment plan is a flexible way for nurses to pay for the licensing fee in order to practise nursing in Nova Scotia.

Frequently-Asked-Questions

Why should I enroll in this payment plan?

Since this payment plan has been designed with you in mind, there are a number of ways you might benefit from enrolling in this plan.

Plan Features	Benefit to You
Fixed, bi-weekly payments	Increased flexibility to plan for other personal bills or expenses
Seamless opt-in and opt-out process	No risks to enroll. You can withdraw at any time!
Small payments made throughout the year	Easier to budget your money throughout the year
Payments are collected in advance of the upcoming licensure year	No unexpected costs or surprises during the licence renewal process because your fee has already been paid, in full.

Generally, how does this payment plan work?

This payment plan is simple and similar to how you might pay for your gym membership or mortgage. Once enrolled, NSCN will begin withdrawing a fixed amount from your account on the 14th and 28th day of each month between November 2022 and June 2023. Each payment will be applied to next year’s estimated licence renewal fee so by the time you renew your next licence, the balance owing will be already paid in full.

What can I expect if I enroll today?

The pre-authorized payment plan is a proactive way to pay for next year’s licence renewal fee. If you enroll today, the payment plan will begin on November 14, 2022 and continue until June 28, 2023. During this time, NSCN will withdraw a fixed amount from your account twice a month. Each payment will be applied to **next year’s estimated 2024 licence renewal fee**.

The fixed payment amount is:

Designation	Payment on 14th & 28th of each month	Total Payment
Licensed Practical Nurse (LPN)	\$23.35	\$373.75
Registered Nurse (RN)	\$35.65	\$570.46
Nurse Practitioner (NP)	\$42.23	\$675.58

Is there a deadline to enroll?

Yes. If you would like to participate this year, the deadline to enroll is **October 31, 2022**.

How do I sign up?

To sign up, please complete the NSCN Pre-Authorized Payment Agreement Form and email it to Susan Crowe, NSCN Finance Officer, at susan.crowe@nscn.ca no later than October 31, 2022.

A Note for Newcomers: If this is your first time signing up, you will still be required to pay this year's 2023 licence renewal fee in one lump sum. The pre-authorized payments begin in November 2022 and are applied to next year's licence renewal fee. We also encourage newcomers to read through the Frequently-Asked-Questions below to better understand the finer details of this payment option.

What if this payment option does not work for me?

If this payment option does not work for you, you can opt-out of the plan at any time by completing the [NSCN Pre-Authorized Payment Cancellation Form](#) and emailing it to Susan Crowe at susan.crowe@nscn.ca. It may take up to 30 days for the change to take effect and for you to be reimbursed for the payments already withdrawn.

What if there are not enough funds in my account on the day that a payment is to be withdrawn?

If there are insufficient funds in your account on two separate occasions in the same calendar year, we will ask you to opt-out of this payment option as there may be another payment option better suited to your needs.

How is this different from payroll deduction?

As a member, these two payment plans are very similar. On the pre-authorized payment option, it is NSCN who collects the fees on your behalf. On payroll deduction, it is the facility who collects the fees on your behalf.

I'm enrolled in payroll deduction. Can I also enroll in this payment plan?

If you are enrolled in payroll deduction, you currently have a plan in place to pay for your licence renewal fee and are well prepared for the licence renewal process. As a result, you are not eligible for this payment plan.

If in the future, you are no longer a part of payroll deduction, we encourage you to consider this payment plan as a way to make the licence renewal process easier and more convenient for you.

Can NSCN withdraw payments from my credit card instead of my bank account?

Unfortunately, it is not possible for us to withdraw payments from a credit card. The payments must be withdrawn from a bank account that contains the agreed upon payment on the 14th and 28th of each month (LPN: \$23.35; RN: \$35.65; NP: \$42.23).

Who do I contact if I have a question about how to enroll?

If you have any questions, please email Susan Crowe at susan.crowe@nscn.ca or call at 902-377-5126 (Toll Free: 1-833-267-6726).