



DATE: November 20, 2019
CANCELS: April 2019

See Also: WSDA Policy – POL-OFP-409 – Managing Accounts Receivable
Washington Agricultural Code –Chapter 16-157 Organic Food Standards and Certification

APPROVED: _____, Program Manager
Brenda Book

Organic Program Policy

POL-OFP 046 Refunds – Organic and Transitional Certification

Refunds may be requested at any time during the certification process; however, refunds will only be issued under the criteria listed below. All requests for refunds must be received in writing from a representative of the certified operation.

REFUNDABLE FEES:

Overpayment of Certification Fees—if the total of payments made to the WSDA Organic Program exceeds the total of certification fees due, a credit statement will be issued to the certified operation. Operations may request a refund for the difference identified on the credit statement.

If an operation does not request a refund for the difference, the credit will remain on their account and be applied to future costs associated with organic certification prior to billing.

Renewal Fees—if an operation surrenders their organic certification on or prior to the renewal deadline, March 1st, they may request a full refund of their renewal fees. If an operation surrenders their organic certification after the renewal deadline but prior to June 1st they may request a portion of their renewal fees based on the surrender date and the table below. The entirety of renewal fees become non-refundable once their renewal application has been reviewed, their cost share reimbursement has been processed, or June 1st, whichever comes first.

<u>Surrender date</u>	<u>Refundable percentage of renewal fees</u>
On or before March 1 st :	100%
March 2 nd to March 31 st :	75%
April 1 st to April 30 th :	50%
May 1 st to May 31 st :	25%
On or after June 1 st :	0%

NON-REFUNDABLE FEES:

New application fee—the new application fee is non-refundable.

Inspection fee and additional fees—the inspection fee and other additional fees are invoiced following services being provided, as such they are non-refundable.