



PROCEDURAL GUIDELINE 8: MEMBERSHIP PROCESSING – MEMBERSHIP PAYMENT PLAN

MEMBERSHIP PAYMENT PLAN

The AVLIC payment plan is provided in response to requests from members. The membership payment plan is designed to allow for Active members to spread out payments to reduce any financial hardship, and encourage lapsed members to rejoin.

Members are not obligated to use this payment plan; those wishing to pay their membership in full may do so, and the Affiliate Chapters and AVLIC will process the application in the usual fashion. However, our current online membership renewal or application process does not allow for the processing of the Payment Plan option. Members interested in the payment plan are to contact AVLIC's administrative manager at avlic@avlic.ca

Note: Members using the payment plan option must still renew their membership annually by March 31st. See the bottom of this page for further details and instruction.

This payment plan has two distinct phases:

PHASE ONE

This phase is for members who are new to the payment plan. This is the "double-up" year, where two years' worth of dues will be paid to put members "on the plan". This way they will have the current membership years' dues paid by the end of that membership year and the following years' dues paid at the beginning of the coming membership year. For example, a member joins the payment plan April 1st, 2008; by March 2009 they will have paid for the 2008-2009 membership year and the 2009-2010 membership year. The norm is for members to pay their annual dues at the beginning of the membership year. By having this initial "double-up" year, payment plan members are paying at the beginning of the membership year, which is equivalent to members who make a lump sum payment.

- When members renew, they will complete the printed application form (www.avlic.ca/applications) and attach twelve post-dated cheques or authorize twelve payments on their credit card.

- Cheques are made out for the first day of each month beginning with April 1st – to March 1st. Attention should be paid to ensure that the year on the cheques is correct.
- All cheques are made payable to *AVLIC*. *AVLIC* will make arrangements with the Affiliate Chapter(s) to ensure their portion of the fees collected is forwarded to them.
- Cheques should be calculated in in the following manner:
 - a) Add two years of Active membership fees;
 - b) Add two years of Affiliate Chapter fees for each chapter joined;
 - c) From the total calculated by adding a) and b) above, divide by twelve (12)
- Likewise, all credit card payments will be charged for an amount using the calculation above.
- Within the “double-up” year cheques processed by the financial institution as NSF will be subject to a \$20 charge per cheque and will result in an automatic membership suspension. The member is required to contact *AVLIC*’s treasurer (treasurer@avlic.ca) immediately to settle accounts. No other cheques will be deposited until outstanding balances are reconciled.



PHASE TWO

Once the member has "paid up for a year’s worth of dues", their monthly payments are applied to the coming membership year.

- Member will complete the printed application form (www.avlic.ca/applications) and provide twelve post-dated cheques or authorizing 12 credit card payments.
- Cheques are made out for the first day of each month beginning with April 1st – to March 1st. Attention should be paid to ensure that the year on the cheques is correct.
- All cheques are made payable to *AVLIC*. *AVLIC* will make arrangements with the Affiliate Chapter(s) to ensure their portion of the fees collected is forwarded to the chapter.
- Cheques should be calculated in in the following manner:
 - a) Add one year of Active membership fees and one year of Affiliate Chapter fees for each chapter joined
 - b) From the total calculated in a) and b) above, divide by twelve (12)
- Likewise, all credit card payments will be charged for an amount using the calculation above.
- From this point forward, at renewal time, members submit post-dated cheques or credit card payments to *AVLIC* which equal one year's dues.
- Cheques processed by the financial institution as NSF will be subject to a \$20 charge per cheque. The member is required to contact *AVLIC*’s treasurer (treasurer@avlic.ca) immediately to settle accounts. No other cheques will be deposited until outstanding balances are reconciled.



SUBSEQUENT YEARS

The member can remain on the payment plan for as long as s/he wishes. Once Phase One is paid up, all subsequent years will be calculated using the Phase Two model above.

When the member wishes to stop being involved in the payment plan the membership fees being held by AVLIC can be used towards the next membership year.

For example: if a member paid for Phase One of the membership plan in 2006-2007 and Phase Two in 2007-2008 until 2009-2010 (stopping the plan at the end of the 2009-2010 year), s/he would not need to pay for the 2010-2011 year because the fees have already been collected by AVLIC. Instead, the member would begin paying through the regular, non-payment plan method, beginning in 2011-2012.



IMPORTANT NOTE

Members using the payment plan option must still renew their membership annually by March 31st. Complete:

1. A manual application form (www.avlic.ca/applications), which matches the membership type (ASL-English, Deaf Interpreter, LSQ-French); and
2. Include the 12 post-dated cheques based on the payment phase OR the credit card number and a note alerting AVLIC that full payment should not be processed, but that the fee should be processed monthly.

Failure to renew by March 31st will result in the membership becoming lapsed (not in good standing). Having funds held by AVLIC (Phase 2 of the payment plan) does not result in automatic membership processing and it is the responsibility of the member to ensure his/her membership is renewed prior to the membership deadline.



QUESTIONS?

Any questions about the payment plan process described above can be directed to AVLIC's administrative manager (avlic@avlic.ca) or the treasurer (treasurer@avlic.ca).