

# Frequently Asked Questions about the 2020 Dues Installment Program

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## How Does the Payment Program Work?

Upon joining or renewing online, eligible Architect, Associate, International Associate, and National Allied members, without regard to hardship, may enroll in the 2020 Dues Installment Program between October 2019 and April 30, 2020. The 2020 membership dues must be paid in full by June 30, 2020.

Members must enroll in the Dues Installment Program at the time in which they join, renew, or reinstate. During the online payment checkout process, an option will be available to select “Dues Installment Program” and you may enroll to pay your membership dues in up to six monthly installments depending on the day of enrollment.

## How do I Enroll?

Please visit [www.aia.org/join](http://www.aia.org/join) or [www.aia.org/renew](http://www.aia.org/renew) to enroll online.

To enroll in the Dues Installment Program, members must agree to the program’s terms and conditions.

Eligible members may enroll online between October 1 and April 30 and pay their member dues in up to six installments depending on the day of enrollment. Upon enrollment, members will receive an automated email confirmation and the first installment payment will be processed. Thereafter, the member’s credit or debit card will be automatically charged on approximately the last business day of the month, according to the payment schedule. The payment schedule cannot be adjusted after the initial enrollment into the program and the full balance must be paid by **June 30<sup>th</sup>, 2020**.

In addition to their member dues, individuals must pay a \$40.00 fee to help cover the administration of the program. This administrative fee will be distributed in equal portions to the member’s monthly installment payments.

Based on enrollment date, available installments are as follows:

- October 2019 – January 31, 2020: Up to six installments
- February 1, 2020 – February 28, 2020: Up to five installments
- March 1, 2020 – March 31, 2020: Up to four installments
- April 1, 2020 – April 30, 2020: Up to three installments

***You must enroll with a credit card with an expiration date later than June 30, 2020.***

## Who is eligible for the program?

You are eligible for the program if:

- You have received a 2020 dues renewal invoice for Architect, Associate, International Associate, or National Allied membership.
- You are first-time or former member joining the AIA as an Architect, Associate (including New Graduates), International Associate, or National Allied member.

## Can I enroll my adjusted dues into the Dues Installment Program?

Yes. Active renewing members may enroll into the program once their Dues Adjustment Waiver has been approved by the Secretary of the Institute.

According to the AIA Bylaws:

*Waiver and Deferral of Institute Dues Payments. The Secretary may waive or defer payment of National dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability; sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years.*

You are **not** eligible to enroll in the program if:

- You do not have an open Architect, Associate, International Associate, or National Allied invoice for 2020 or you are not joining for 2020.
- You attempt to enroll past the April 30<sup>th</sup> cutoff date.
- Under the Continuing Education System (CES) Audit you have not completed your continuing education requirements.
- Your membership is a State or Local Allied/Affiliate membership. State and/or Local Allied/Affiliate membership payments are not eligible for payment in the Dues Installment Program.

## I am a reinstating member. Am I eligible for the program and how do I enroll?

Yes. You can enroll online at [aia.org/join](http://aia.org/join).

For additional assistance, you can contact Member Services at (800)242-3837, option 2 or [memberservices@aia.org](mailto:memberservices@aia.org)

## I am a New Graduate member. Am I eligible for the program? How do I enroll?

Yes.

Prospective New Graduate Associate Members can enroll online at [aia.org/join](http://aia.org/join).

New Graduate Associates that are renewing their memberships may enroll online when renewing online at [www.aia.org/renew](http://www.aia.org/renew).

### **Do I need to certify a hardship to participate in the program?**

No. The Dues Installment Program is available for new, renewing, and reinstating members without regard to hardship.

### **When may I enroll in the program?**

You may enroll in the 2020 Dues Installment Program online between October 1, 2019 - April 30, 2020.

#### ***Based on enrollment date, available installments are as follows:***

October 2019 – January 31, 2020: Up to six installments

February 1, 2020 - February 28, 2020: Up to five installments

March 1, 2020 – March 31, 2020: Up to four installments

April 1, 2020 – April 30, 2020: Up to three installments

### **How long will the program last?**

The 2020 plan will last up to six months. The first payment will be applied upon processing of the agreement and you may enroll in the program up through April 30, 2020. The balance must be paid in full by June 30, 2020.

#### ***Based on enrollment date, available installments are as follows:***

October 2019 – January 31, 2020: Up to six installments

February 1, 2020 - February 29, 2020: Up to five installments

March 1, 2020 – March 31, 2020: Up to four installments

April 1, 2020 – April 30, 2020: Up to three installments

### **How will I be billed for the installments?**

The first installment payment will be debited immediately upon enrollment, regardless of the month in which you enroll into the plan. After the initial enrollment, your credit or debit card will be charged on approximately the last business day of the month.

Once you've enrolled in the program, you will not be able to adjust the payment schedule.

## When can I expect to be billed?

<b>2020 Dues Installment Program - Billing and Payment Schedule</b>			
Joining or Renewing and Enrolling in the Installment Program (Enrollment Month)	Installments Available (Up To)	First Payment	Remaining Payments will be Billed Approximately Last Business Day of the Month*
October 2019	6	Due upon enrollment in October	Nov 29, Dec 27, Jan 31, Feb 28, Mar 31
November 2019	6	Due upon enrollment in November	Dec 27, Jan 31, Feb 28, Mar 31, Apr 30
December 2019	6	Due upon enrollment in December	Jan 31, Feb 28, Mar 31, Apr 30, May 29
January 2020	6	Due upon enrollment in January	Feb 28, Mar 31, Apr 30, May 29, Jun 30
February 2020	5	Upon enrollment in February	Mar 31, Apr 30, May 29, Jun 30
March 2020	4	Due upon enrollment in March	Apr 30, May 29, Jun 30
April 2020	3	Due upon enrollment in April	May 29, Jun 30

\* Must enroll at the same time you join, renew, or reinstate. Will be charged on approximately the last business day of the month. Dates subject to vary slightly.

## What happens if I am unable to renew on or before March 31, 2020?

If you have not renewed your membership or opted into the Dues Installment Program by March 31, 2020, it will be lapsed. You will not receive membership benefits until either your dues payment is made in full or you have enrolled in the installment program. Please note that a member paying installments past the March 31<sup>st</sup> deadline will not be lapsed so long as they enrolled prior to that date. Members opting into the installment program after March 31<sup>st</sup> but no later than April 30<sup>th</sup> will have their member benefits reactivated immediately upon receipt of the initial payment.

## Will enrollment in the plan adversely affect my membership?

No, you will remain an active member.

## Is there a fee to enroll in the program?

Yes, a \$40.00 administrative fee will be assessed to help cover the costs of administering the plan. The service fee will be divided evenly and added to each of the installments.

## May I pay by check instead of by credit card?

No, we do not accept check payments.

## How can I update my credit card information?

You may update or change your credit card account by contacting Member Services at (800) 242-3837, option 2.

**My firm pays my dues. Can it enroll me in the program?**

Yes, your firm can enroll you into the installment program. Firms must enroll its members individually online and authorize a credit or debit account from which your dues can be paid.

**Can I opt out of the program later?**

Yes, you may opt out of the program at any time through a written request. When you opt out, any remaining balance on your 2020 dues will become due and payable immediately.

**What will happen if my credit card is declined?**

You will be dropped from the program if you become delinquent by two installments. In that event, your membership will be lapsed and any remaining balance on your 2020 dues will become due and payable immediately.

**Can I cancel my membership if I enroll in the program?**

Yes, you may resign your membership at any time through a written request to do so. The Institute must receive full payment of your prorated dues until it receives your written resignation. Please email [memberservices@aia.org](mailto:memberservices@aia.org).

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