



Finance & Collections Policy

Annual Per Caps / Risk Management Insurance / Educational Assessment Invoicing:

At the start of each academic year, chapters are given their respective invoice in full. The chapter can then choose one of three payment plan options. All roster updates must be completed by September 20. The chapter will be invoiced for ALL brothers on the chapter roster holding the status of Undergraduate Brother, Undergraduate Brother - Suspended, Pending Expulsion, and New Member. HQ does not recognize an inactive status for brothers. If a Brother is a registered Undergrad with the host institution they are considered an active member and will be invoiced respectively. Brothers are only removed from the roster at any point for reasons such as: expulsion, death, pulled into active military duty. Brothers studying abroad in the Fall semester must be placed in an Alumnus Brother status in the Pilam Portal. Mid-term graduates are not removed from the invoice.

Standard payment plan options:

Option #1

- Invoice total due on or by September 30; Quarter schools - October 15

Option #2

- 60% of invoice total due on or by September 30; Quarter schools - October 15
- Remaining 40% of invoice total due on or by February 15; Quarter schools - April 15

Option #3

- 30% of invoice total due on or by September 30; Quarter schools - October 15
- 30% of invoice total due on or by November 15; Quarter schools - January 15
- Remaining 40% of invoice total due on or by February 15; Quarter schools - April 15

Extended payment plan options:

If the chapter is unable to meet the deadlines listed above and needs to make special arrangements, please contact Calvin Carie, Asst. Executive Director at calvin.carie@pilambdaphi.org. The following are not standard payment plan options. The plans below are available only upon approval by the IEC Treasurer or designee .

Extended Option #1

- 2.5% premium will be added to invoice total
- 25% of invoice total due on or by:
 - September 30, November 15, February 15, and April 15

Extended Option #2

- 5% premium will be added to invoice total
- 50% of invoice total in four equal payments due on or by:
 - September 30, October 30, November 15, and December 15
- Remaining 50% of invoice total in four equal payments due on or by:
 - February 15, March 15, April 15, May 15



PI LAMBDA PHI

LEAD COURAGEOUSLY

Expulsion completion dates for invoice changes:

In order to remove an expelled member from the roster you must complete the applicable forms as directed by the Expulsion Committee or designee. Standard rates apply for members with incomplete expulsion paperwork. To receive financial credit each semester, the following dates must be adhered to:

Fall Expulsion due date:

- **October 15***

Spring Expulsion due date:

- **March 15***

*Note: expulsions completed after the due will still be processed, but no financial credit will be provided for that semester.

New Member Fee and Initiation Fee payment dates:

New Members must be reported in the Pilam Portal within 24 hours of New Member pinning. New Member Fees are due by the dates listed below. Completion of New Member Reporting and on-time payment of New Member Fees ensures HQ the ability to notify our insurance carrier of the New Members. Failure to report New Members could result in limited or NO insurance coverage. New Member Fees not received by the due date will result in suspension of all New Member activities; including, but not limited to, initiation, big/little brother activities, New Member education meetings, social activities in which New Members may be present, etc.

Fall New Member Fee due date:

- **October 15**

Spring New Member Fee due date:

- **March 15**

Initiation Fees are due by the dates listed below. Unpaid initiation fees will incur a \$25 per initiate per semester late fee. Badges and Shingles may be withheld if payment is not received.

Fall Initiation Fees

- **November 15**

Fall Initiation Fees Late Fee applied

- **December 5**

Spring Initiation Fees

- **April 15**

Spring Initiation Fees Late Fee applied

- **May 5**

Late payments and Operational Suspension:

A Chapter will be placed on Operational Suspension if payment is not received within 7 business days of the due date. Groups remain on Operational Suspension until payment is received or a payment plan is established. Payment plans are administered by HQ and are applicable to respective premiums. Chapters on established payment plans who fail to meet an established due date will be placed back on Operational Suspension.

- Operational Suspension - The chapter will not hold itself out as a chapter of Pi Lambda Phi. This includes but is not limited to: participation in event(s) where any individual(s) and/or group(s) would associate a chapter of Pi Lambda Phi Fraternity being associated with. The Chapter may not orally, in writing, or by symbol represent itself as a Chapter of Pi Lambda Phi Fraternity in any campus activities. Recruitment will not be permitted unless approval is obtained. New Member Education will not be permitted to begin or continue unless approval is obtained.

Chapters on Operational Suspension for two semesters will be given notice of charter revocation. Associate Chapters on Operational Suspension for two semesters will be given notice of termination and recognition.

INTERNATIONAL HEADQUARTERS

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