



MEMBERSHIP PAYMENT PLAN POLICY

The Membership Payment Plan allows members to pay for National and Affiliate Chapter membership dues through monthly installment payments. The plan is available to Class A - Active members and Class B - Students who are upgrading to Active. The payment plan is not available to Subscriber members.

PRINCIPLES OF POLICY

Members are strongly encouraged to pay for their annual CASLI and Affiliate membership dues in full; however, the Membership Payment Plan is designed to allow eligible members to spread out the amount owing over the first nine (9) months of the current membership year¹ and to encourage lapsed individuals to reinstate their membership.

ELIGIBILITY

The Membership Payment Plan is only available to individuals eligible for Class A – Active membership or to Class B - Student members upgrading to Active.

REGISTRATION

CASLI's Membership Payment Plan registration process is a 3-step process. Through the CASLI Office, eligible members must:

- Step 1 – Apply to the Membership Payment Plan Program²
- Step 2 – Return a signed Membership Payment Plan Agreement Form
- Step 3 – Submit credit card information

TERMS AND CONDITIONS

During the term of the Membership Payment Plan Agreement, it is understood that:

- The pre-authorized monthly payments will be processed by the CASLI office on or near the first of each month.
- The first payment will be an application fee equal to 10% of the member's dues.
- The membership dues will be split over the remainder of the Membership Payment Plan term of eight (8) months.
- Any changes in credit card information must be communicated to the CASLI office at least

¹ final payment is charged in December

² for renewal, apply before March 31 to avoid late fee.

five (5) days before the payment due date.

- CASLI reserves the right to terminate the Membership Payment Plan Agreement if the credit card on file is declined (after two scheduled payments).
- If CASLI terminates a payment agreement due to non-payment, outstanding dues become payable immediately.
- The corresponding Affiliate Chapter will be notified that the member is now considered a late member.

Declined Credit Card

If a credit card is declined during any of the scheduled installments of the Membership Payment Plan, the following procedure will take place:

- The CASLI office will attempt to contact the member using the contact information provided in the member's profile.
- The CASLI office will make a second attempt to charge the card again 10 business days after the first attempt.
- If the credit card is declined a second time, an email to the member advising the second attempt was declined along with instructions on next steps to maintain the Membership Payment Plan.

Repeat Declined Credit Card

If two scheduled payments are declined within a Membership Payment Plan Agreement term, the member will be removed from the Membership Payment Plan, and outstanding fees will become due immediately.

Removal from the Membership Payment Plan: Impact on Membership Status

If a credit card has been declined more than twice for any reason, CASLI reserves the right to terminate the Membership Payment Plan Agreement in accordance with the Terms and Conditions of this policy.

If an individual has been removed from the Membership Payment Plan, an email will be sent to the individual's email address on file, notifying the individual that the payment agreement has been terminated with an invoice for the balance owing. The individual will have 30 days from the issue date of the invoice to pay the outstanding balance in full without any additional penalties.

If payment is not received within the aforementioned time frame, the Affiliate Chapter will be notified that their member is now considered a late member, and the membership renewal will be subject to the [Failure To Renew Membership Policy](#).

CASLI RESPONSIBILITY TO AFFILIATE CHAPTERS

CASLI will update Affiliate Chapter(s) should there be a change in membership status for any of their members. CASLI will distribute the allocated Affiliate Chapter dues collected on their behalf.