



PAYMENT PLAN

POLICY

The Membership Payment Plan allows Class A - Active members to pay for Active membership dues during the membership term using a monthly payment plan.

PRINCIPLES OF POLICY

Members are strongly encouraged to pay for their annual membership dues in full; however, the Membership Payment Plan is designed as an option to allow for Active members to spread out payments over the membership year, and encourage lapsed members to reinstate their membership.

ELIGIBILITY

The Membership Payment Plan is only available to individuals eligible for Class A – Active membership.

EXPECTATIONS

Individuals that meet the eligibility criteria listed above must:

- register for the payment plan option each year it is used
- submit a signed Payment Plan Agreement
- submit payment, as outlined below
- begin with a "double-up" year with two years' worth of dues to be remitted over a single membership term¹
- renew membership annually by March 31

REGISTRATION

CASLI's payment plan registration process is a 3-step process. Eligible members must:

Step 1 – Inform the CASLI office of the intent to participate in the Payment Plan Program

Step 2 – Return a signed Payment Plan Agreement to the CASLI Office

Step 3 – Submit method of payment

¹ "Double-up" does not apply to individuals reinstating lapsed memberships by paying lapsed fees in installments.

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Under the Membership Payment Plan, an application for membership will not be considered complete² until the CASLI office has received

- a signed Payment Plan Agreement
- payment (in the form of post-dated cheques or consent to draft fees monthly).

TERMS AND CONDITIONS

During the term of the Payment Plan Agreement, it is understood

- the pre-authorized monthly payment will be processed by the CASLI office on or about the first of each month
- an administrative fee of \$30.00 per year which will be charged
- any changes in bank account or credit card information must be communicated to the CASLI Office at least 5 days before the date payment is processed
- CASLI reserves the right to terminate the Payment Plan Agreement after the first occurrence of a pre-authorized payment is returned as non-sufficient funds (NSF) or a credit card is rejected by the financial institution (see below for more information)
- If CASLI terminates a payment agreement due to non-compliance, the individual can be subjected to a \$50 administration fee

One-time NSF or Declined Credit Card

If a **cheque** is returned as non-sufficient funds (NSF) or a credit card is rejected by the financial institution

- the CASLI office will attempt to contact the member by email or phone with the information provided in the member's profile
- the member will be charged a \$20.00 NSF fee
- the member may be removed from the payment plan

If a **credit card** is declined during any of the scheduled installments, the following procedure will take place

- the CASLI office will attempt to contact the member by email or phone with the information provided in the member's profile
- the CASLI office will try to charge the card again after five days, an additional \$2.50 administration fee will be charged
- if the credit card is declined again, the member may be removed from the payment plan

Repeat NSF or Declined Credit Card

If during a single payment plan agreement, two scheduled payments are returned as non-

² Therefore, in order to be considered 'on time', all steps for the membership payment plan (including receiving payment) must be completed prior to the March 31 deadline.

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sufficient funds (NSF) or rejected by the financial institution, the individual will be removed from the Membership Payment Plan and all outstanding fees and charges will become due as payable immediately.

Removal from the Payment Plan

If a pre-authorized payment has been returned as non-sufficient (NSF) or a credit card has been rejected by the financial institution, CASLI reserves the right to terminate the payment plan agreement. Should CASLI terminate a payment plan agreement, the member may be subjected to a \$50 administration fee.

In the event an individual has been removed from the payment plan, an email will be sent to the individual's email address on file notifying that the payment agreement has been terminated.

Furthermore, if installments received by CASLI to date is not sufficient to cover the current year's membership dues for both CASLI and the Affiliate Chapter(s) an invoice for the balance owing will also be emailed to the email address on file. Administrative fee of \$50 may be charged as well. The individual has 30 days from the date the invoice was issued to the outstanding balance in full.

Removal from the Payment Plan: Impact on Membership

After being removed from the payment plan, and if an invoice has been sent to the member, the CASLI office is to receive payment in full within 30 days. If this does not happen, then the individual's membership will no longer be considered in good standing and all rights and privileges will be suspended until the issue of payment has been resolved. Furthermore, the individual's membership status will now be considered 'late' for the remainder of the membership term. As such, the individual will also be subjected to the late fee, as mandated by the CASLI membership in Motion OTG10-28³.

If an individual is removed from the payment plan during subsequent years where they are making pre-payment installments, this member will maintain their good-standing membership status for the current membership year, as these dues were prepaid the previous term. However, if the individual has not paid outstanding fees owed for the next membership year plus all administrative charges levied before the deadline of March 31, their membership will be considered late until all outstanding fees and charges are paid.

LAPSED MEMBERSHIP REINSTATEMENT

Further to Section II – 3.0 Lapsed Membership, an individual reinstating a lapsed membership may pay the lapsed fees by installment. These individuals are only expected to pay lapsed fees via installments, and are not expected to “double-up” membership fees.

³ http://www.CASLI.ca/membership/renewal_motions#OT10G-28

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CASLI RESPONSIBILITY TO AFFILIATE CHAPTERS

CASLI will make arrangements with the Affiliate Chapter(s) to

- keep the Affiliate Chapters informed of any membership status changes of one of their members registered for the payment plan
- distribute to Affiliate Chapters their portion of dues collected by CASLI on their behalf.