

THE FRATERNITY OF ALPHA KAPPA LAMBDA

Dues, Fees, and Insurance for the 2017-2018 Academic Year

- **MEMBERSHIP FEE**
 - \$320.00, upon joining

- **NATIONAL DUES**
 - \$210.00/year, \$105.00/semester

- **LIABILITY INSURANCE**
 - \$190.00/year, \$95.00/semester

- **MEETINGS FEE**
 - \$30.00, only in Spring Semester

- **CONCLAVE AND LEADERSHIP PROGRAM REGISTRATIONS**
 - Prices vary based on event, billed every Spring in April.

National Fee Payment Schedule

Fall 2017

Returning Member	National Dues	\$105.00
	Liability Insurance	\$95.00
	Total	\$200.00

New Members	Membership Fee	\$320.00
	National Dues	\$105.00
	Total	\$425.00

Spring 2018

Returning Member	National Dues	\$105.00
	Liability Insurance	\$95.00
	Meetings Fee	\$30.00
	Total	\$230.00

New Members	Membership Fee	\$320.00
	National Dues	\$105.00
	Total	\$425.00

General Billing Processes

- **MEMBERSHIP FEE**
 - A new member's information must be entered into OmegaFi within 72 hours of joining. Delays may result in late charges to the chapter. Payment of the Membership Fee is expected within 30 days of joining. While individuals are responsible for paying, the chapter is also responsible for making sure Membership Fee is paid. If a new member drops or is removed from the roster, the chapter is still responsible for paying.

- **NATIONAL DUES**
 - Payment is due 14 days after the start of classes. This is collected from each man on the roster, new members and initiated members. New members are charged National Dues in conjunction with Membership Fee.

- **LIABILITY INSURANCE**
 - Payment is due 14 days after the start of classes. This is collected from each man on the roster, new members and initiated members. This is billed in conjunction with National Dues. The base rate fluctuates based on risk management violations, housing, etc.

- **MEETINGS FEE**
 - Billed only in February, every Spring semester. This is billed based on the roster count for National Dues and Liability Insurance. New Members are included.

- **CONCLAVE AND LEADERSHIP PROGRAM REGISTRATIONS**
 - Conclave and Leadership College Registrations are billed only in April, every Spring semester. Each chapter is required to send, at a minimum, two individuals. Additional members are encouraged to attend. Prices vary depending on the type of event.

Invoicing By NHQ

All chapters and colonies are required to use the OmegaFi system. All new members are billed immediately upon being entered into the OmegaFi system.

Billing Adjustments

- MEMBERSHIP FEE
 - Adjustments are allowed within 5 days of joining. After 5 days, a new member is still expected to pay his Membership Fee and National Dues, even if he drops or is removed from the roster. If the chapter wishes to relieve him of this obligation, the chapter can pay on his behalf.

- NATIONAL DUES
 - Adjustments are allowed for dues within the 14 days of invoicing. They can only be made after the roster has been properly updated.

- LIABILITY INSURANCE
 - Adjustments are allowed for dues within the 14 days of invoicing. They can only be made after the roster has been properly updated.

- MEETINGS FEE
 - Adjustments are not allowed.

Other Financial Communications

From time to time when a chapter has fallen behind OR as a semester nears an end, NHQ staff may send reminders or make phone calls to chapters reminding them of this balance. The intent is to make sure that a chapter does not fall too far into debt.

OmegaFi Processes and Requirements

- General Billings/Collections
 - All chapters and colonies are required to use OmegaFi for billing and collection of National Dues, Liability Insurance, and Meetings Fees. The cost that the chapter incurs is roughly \$35 per semester, per member. Each chapter is provided a percentage rate that OmegaFi will collect during their processes to meet that amount. OmegaFi establishes these percentage rates in the summer, with each chapter individually, based on exactly how much money they will be billing through OmegaFi. Factors include local dues, rent, and utilities, will help to lower this percentage.

- New Member Processes
 - All New Member Records are submitted after an individual is added to OmegaFi and sets-up their account. New members are then automatically billed by OmegaFi for their Membership Fee and National Dues. Invoices for those new members are sent to OmegaFi and paid automatically by OmegaFi to NHQ when an individual pays.