

Arizona Senior Academy (ASA) Dues Policy

Confirmed May 1, 2015

1. Dues Structure and Amounts

Dues for Academy Membership support the operation of the Arizona Senior Academy and cover the cost of the programs offered by the ASA.

The amount of the dues is established by the ASA Board of Directors.

2. Procedures for Assessment and Collection of Dues

2a. Dues are assessed beginning the first day of the month following occupancy of a home, and cease the last day of the month in which the home is vacated.

2b. When a home is leased or rented, the dues shall be based on the number of tenants in that home who are 60 or more years of age and occupy the home for 30 days or more. The owner is responsible for payment of those dues.

2c. Visitors or houseguests age 60 or over shall be subject to ASA dues for stays greater than 60 days. The owner is responsible for payment of those dues.

2d. ASA dues cease at the death of a member or upon a member's moving into the assisted living residence at the Academy Village.

3. Waivers or Reductions of Dues for Academy Membership

3a. Reasons for Waivers or Reductions

i. Physical or mental disability

Members who become permanently disabled to the extent they are unable to attend or participate in any ASA program offerings may request a waiver of dues.

Individual requests for this disability waiver shall be provided in writing addressed to the ASA President together with appropriate evidence from a health-care professional.

ii. Financial disability

Members who are unable to pay their full dues for financial reasons may request a temporary reduction of their dues, ordinarily for a period of 12 months or less. Requests shall be provided in writing addressed to the ASA President together with (1) a payment plan and (2) appropriate evidence such as a letter from a certified financial advisor or a copy of the most recent tax return. Members paying reduced dues have the same rights and privileges as those paying full dues.

3b. Process for approval or denial

The ASA President will prepare an "anonymous package" that does not include the identity of the person(s) making the request. The anonymous packages will be reviewed and approved or denied by the ASA Finance Committee. The Committee may set a time limit on an approved waiver or reduction, after which the requester(s) may submit an updated request. Anonymous packages will also be made available to the ASA Board of Directors if it so requests.

4. Billing Procedures

Members will receive monthly invoices for dues from ASA (quarterly and annual invoices are also available), delivered to their mailboxes at the Community Center. Dues are payable by the 15th day of the month. If so requested, ASA will send invoices by e-mail or by U.S. mail. Once the member has been informed of the ASA dues and the conditions of their collection, it becomes the responsibility of the member to make prompt payment, whether or not he or she has received a written or electronic invoice.

5. Late Payment Provisions

*Not more than 21 days past due date: No penalty

*More than 21 and fewer than 90 days past due date: A late fee of \$10.00 (ten) dollars per month or fraction thereof, for each month the member is in arrears, calculated from the first day of the month for which payment was due.

*More than 90 days past due date: One and one-half percent (1.5%) compound monthly interest calculated on the combined total of accumulated dues and late fees.

Members who anticipate that their dues will be arrears may request consideration of an alternative payment plan or waiver. Requests should be made within 30 days of first default on any one-month's dues. Requests must be made in writing to the ASA President, and are subject to approval by the ASA Finance Committee.

6. Collection procedures

ASA will notify the member(s) that he or she is in arrears when payment is more than 21 days late, and include with that notice a schedule of late fees and penalty interest charges.

At any time that the dues are not paid as established by this policy, ASA, upon not less than five (5) days notice, may initiate collection procedures for all unpaid dues. All court costs, collection expenses, and attorney's fees shall be paid by the member prior to dismissing any such action.

