



Billing and Late Fee Procedures

The following procedures and charges have been developed by the Advisors' Council to encourage chapters to pay membership dues and registration fees on time. SkillsUSA Michigan relies on registration fees to be paid when registration forms are submitted so that we can have proper cash flow to pay our bills on time and without late dues being assessed to our association.

SkillsUSA Michigan accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). We are not able to accept cash payments. Payments made by students/parents should be turned over to the school to have a school check issued to SkillsUSA Michigan. **We are not able to accept personal checks from anyone other than the chapter advisor. All refunds will be processed to the school's account, and not to a specific individual.**

A Purchase Order is not a form of payment, but rather a promise to pay an invoice. Schools will be responsible for any late fees if payments arrive after the due date, even if the Purchase Order was received prior to the due date. SkillsUSA Michigan is not able to hold personal checks and/or credit cards until payment is received from a school.

Membership Dues:

Membership dues are due to SkillsUSA by check to the National Office. SkillsUSA Michigan will compare chapter rosters with regional contest registrations. Chapter advisors will be notified if they have any student registered for a regional contest that is not on their roster. The advisor will have 1-2 days to submit the student membership to SkillsUSA without a penalty. If SkillsUSA does not receive the additional membership within 1-2 days, SkillsUSA Michigan will bill the chapter a \$5.00 late fee for each member, each 30 days until the membership and late dues are paid.

Each chapter is responsible for the payment of membership dues and conference registration for every student registered for any conference, workshop or activity, even if the student does not attend the conference or drops out of their program.

Conference Registrations:

Chapters will be assessed a late registration and payment fee for all registrations and payments received after the registration deadline. A fee of up to \$15.00 per person up to a maximum of \$200.00 per chapter will be assessed per conference. Any chapter that owes any amount or has not submitted a Purchase Order for a conference by time the conference takes place, will have a letter faxed to the school bookkeeper and school principal asking for assistance with the payment.

Statements:

All past due accounts will be invoiced the first of each month. An additional invoicing fee of \$20.00 will be applied for each statement sent for accounts over 30 days past due.

- Second Request – A copy of the invoice will also be sent to the School Bookkeeper.
- Third Request – A copy of the invoice will also be sent to the School Principal.
- Final Action – Any school that is not paid in full for any outstanding invoices will have the invoice(s) sent to the School District's Finance office asking for their assistance with the outstanding charges.