



Date _____

Member ID _____ / _____ Member Type _____

Member E-Mail Address _____

2012 Dues Adjustment Request Form

Financial hardship and unemployment/partial employment waivers cover up to one year and may be granted in several consecutive years. Medical disability, sabbatical and family leave waivers are annual and renewable upon request for up to a total of four consecutive years (concluding in the 2012 dues year).

Member Information (Print your name clearly.)

First name _____ M.I. _____ Last name _____

I am requesting this dues waiver due to:

- Financial Hardship
- Medical disability
- Sabbatical
- Family leave
- Unemployment/partial employment

As required by AIA Bylaws and Rules of the Board, my written request and reason for this dues waiver are the following:

For Component Use Only (Please return to aiawaivers@aia.org)

The above member is requesting a dues waiver for (membership year) _____.

Requesting dues waiver of ___ percent:

All or any part of the dues or fees must be adjusted in equal proportions across all components owed by a member at any level of membership in the AIA.

	Local	+	State	+	National	=	Total Dues Amount
Member's current dues are:	_____		_____		_____		_____
Dues would be reduced by:	_____		_____		_____		_____
Member's new dues amount is:	_____		_____		_____		_____

Comments: _____

Request approved by: _____
Name & Title Component Date

I certify as the originating Component, I have consulted with the member's other assigned component regarding the Membership Dues Adjustment/Waiver.

Request approved by: _____
Name & Title Component Date

I certify as the originating Component, I have consulted with the member's other assigned component regarding the Membership Dues Adjustment/Waiver.

National Secretary's Approval: _____
Signature Date



2012 Dues Adjustment/Waiver Information

The American Institute of Architects Bylaws – Regarding Dues Waivers

3.12 Hardship Dues Reduction by the Component:

The component, in exceptional circumstances and after consultation with the Institute Secretary and other assigned components, may waive all or any part of the dues or fees in equal proportions across all components owed by a member at any level of membership in the AIA.

The American Institute of Architects Rules of the Board – Regarding Dues Waivers

3.031 Waiver and Deferral of Institute Dues Payments.

The Secretary may waive or defer payment of the Institute dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability, sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings.

NOTE: A waiver for any of the reasons stated above is annual and, concluding with the 2012 dues year, renewable upon written request for up to a total of four consecutive years.

FAQ

What will a member need to demonstrate eligibility for an adjustment/waiver request?

A member who meets one or more of the qualifications below may request a waiver of his/her membership dues:

- Financial Hardship
- Medical Disability
- Sabbatical
- Family Leave
- Unemployment/partial employment
- Other exceptional circumstances

What is the waiver process?

The 5-step process:

1. Member should complete the 2012 waiver form or submit other written request for waiver/reduction to local chapter.
2. Local Component will approve or deny.
3. State Component will approve or deny. (This applies only where a member is assigned both to a Local Component and to a separate State Component.)
4. Where the member is assigned both to a Local Component and a separate State Component, either Component may submit the waiver on behalf of the member. However the originating Component in that case must certify that it has consulted with the member's other assigned Component regarding the Membership Dues Adjustment/Waiver before submitting to the Institute for processing.
5. National Membership Strategy and Services department will forward the request to the Secretary of the Institute for final approval or denial (upon receipt of completed waiver form with the member's written request).
6. Member will receive a letter from the Institute informing him/her of the outcome of the request.

May a member qualify for consecutive waiver requests?

The Rules of the Board now permit a waiver to be granted on annual basis in up to four consecutive years (concluding the 2012 dues year) where the following circumstances are involved:

- Financial Hardship
- Unemployment/partial employment
- Medical Disability
- Sabbatical
- Family Leave
- Other exceptional circumstances

May a member who receives a waiver enroll in the Dues Installment Program?

Yes. Renewing members receiving an adjusted dues waiver will be eligible to enroll in the dues installment program after receiving an approval notification from the Secretary of the Institute. The member will then be able to enroll in the dues installment program online.

Does a member who receives a waiver have to continue to pay for his/her subscription to *ARCHITECT Magazine*?

No. Members are no longer required to pay their subscription fee to the National Publication.

What role does the Component play in considering a member's waiver request?

The Component has the initial responsibility in the waiver approval process. If the Component approves a waiver request, it consults with other Components to which the member is assigned and then forwards the request for review by the Secretary of the Institute.

May a member request a partial payment plan in the waiver process?

Yes. If a member is interested in pursuing this possibility, he/she should contact his/her Local or State Component. Contact information for your Component can be found in the upper left hand corner of your invoice. You may also find Component information by visiting http://www.aia.org/components_map.