

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Dues Partial Payments
CLASSIFICATION:	Membership
POLICY NUMBER:	94-07-F
DEPARTMENT COORDINATOR:	Finance
MOTION:	Steve Selinsky
SECONDED:	Beth Ashmore
DATE SUBMITTED (INITIAL):	October 28, 1993
DATE APPROVED:	May 14, 2007
APPROVED BY:	Board of Trustees
AMENDED:	June, 1997
SUNSET:	2013

PURPOSE: Retain as many membership payments as possible.

POLICY: NAHU will accept any dues payments as long as a minimum of the national portion of dues is included in the remittance. NAHU will bill the applicant for any difference and send a copy to the appropriate chapter membership chairperson.

PROCEDURE(S): When NAHU receives a partial payment for a new member, NAHU will accept the payment as long as the minimum of national dues is included. The new member information will be added to the system and the member will begin receiving the HIU Magazine. The difference for the dues will be manually billed. If the balance is not paid within 90 days of entry to database, the member's record will be deactivated, no further magazines or other membership benefits will be provided, and no refund will be provided.

FINANCIAL IMPACT: Minimal