Billing and Late Fee Policy

The following procedures and charges have been developed by the Planning and Budget Committee to encourage chapters to pay membership and registration fees on time. Michigan DECA relies on registration fees to be paid when registration forms are submitted so proper cash flow is available to pay our bills on time and without late fees being assessed to our association.

Michigan DECA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). **Payments made by students/parents must be turned over to the school and have a school check issued to Michigan DECA. 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 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. Michigan DECA is not able to hold personal checks and/or credit cards until payment is received from a school. We are not able to accept cash payments.

Request for Payment Extension:
Michigan DECA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form **at least two (2) weeks prior to the payment deadline.** The extension **will not** be granted if the form is submitted **less than two weeks prior to the deadline**.

Membership Fees:
Membership fees are due to DECA Inc. by November 30th. Michigan DECA will compare chapter rosters with all conference registrations. Chapter advisors will be notified if they have any student registered for a conference that is not on their roster. The advisor will have 30 days to submit student membership to DECA Inc. without a penalty. If DECA Inc. does not receive the additional membership within 30 days, Michigan DECA will bill the chapter a $5.00 late fee for each member, every 30 days until the membership and late fees are paid.

Each chapter is responsible for the payment of membership fees for every student registered for any conference, workshop, or activity, even if the student does not attend the conference or leaves the marketing education program entirely.

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 and up to a maximum of $200.00 per chapter will be assessed per conference. Any chapter that owes any amount for a conference by the time the conference takes place could have a letter sent to the school Principal and/or Superintendent asking for assistance with the payment.

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

Final Action – Any school that is not paid in full or issued a Purchase Order for any outstanding invoices by the payment due date for the International Conference, will have their registration canceled.

Revised by the Michigan DECA Planning and Budget Committee, August 24, 2009