



201 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

3.021 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. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years; no waivers will be granted beyond that three-year period except in those instances in which compelling and extraordinary reasons are demonstrated for doing so.

FAQ's

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 (*A member must complete the 201 [Exceptional Circumstances Dues Adjustment Request Form](#) under this category*)

What is the waiver process?

1. Member should complete the 201 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 adjustment/waiver requests?

The Rules of the Board permit a waiver to be granted on an annual basis in up to three consecutive years where the following circumstances are involved:

- Financial Hardship
- Unemployment/partial employment
- Medical Disability
- Sabbatical
- Family Leave
- Other exceptional circumstances (*A member must complete the 2017 [Exceptional Circumstances Dues Adjustment Request Form](#) under this category*)

May a member who receives a adjustment/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 adjustment/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 adjustment/waiver request?

The Component has the initial responsibility in the waiver approval process. If the Component approves a waiver request, it consults with any other Component to which the member may be 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?

No. If a member is interested in pursuing this possibility, he/she may enroll into the Online Dues Installment Program once the adjustment/waiver has been approved and he/she has received notification from the Secretary of the



Date: _____

Member ID: _____

Member Type: _____

Member E-Mail Address: _____

2017 Dues Adjustment Request Form

Waivers for financial hardship, unemployment/partial employment, medical disability, sabbatical and family leave are annual. Subject to approval by the Secretary of the Institute, they may be renewable for up to a total of three consecutive years.

Member Information

First	M.I.	Last Name
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I am requesting this dues waiver due to:

- 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:

- Financial Hardship

Provide enough detail and background information to allow the Institute Secretary to fully consider your request. Please use page 2 if you need additional space.

Please tell us how much you are able to pay for your 2017 dues:

For Component use only (Please return to aiawaivers@aia.org)

The above member is requesting a dues adjustment 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
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I certify, as an authorized representative of the originating Component, that I have consulted with the member's other assigned component regarding the Membership Dues Adjustment/Waiver.

Return to:
The American Institute of Architects E-mail to aiawaivers@aia.org | Fax: (202) 626-7547

