



Date _____

Member ID _____ / _____ Member Type _____

Member E-Mail Address _____

2010 Dues Adjustment Request Form

Financial hardship and unemployment/partial employment waivers cover up to one year and may be granted in three consecutive years. Medical disability, sabbatical and family leave waivers are annual and renewable upon request for up to a total of three consecutive years.

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:

	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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Request approved by: _____

Name & Title	Component	Date
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National Secretary's Approval: _____

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



2010 Dues Waiver Information

The American Institute of Architects Bylaws – Regarding Dues Waivers

3.12 Hardship Due 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. 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.

FAQ

What will a member need to qualify for a waiver request and what is the summary of rules?

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 request process is the following:

1. Member should complete the 2010 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
4. 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)
5. Member will receive a letter from the Institute informing him/her of the outcome of the request

May a member qualify for 3 years of consecutive waiver requests?

The Rules of the Board now permit a waiver to be granted in three consecutive years where the following circumstances are involved:

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

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

Yes. The Institute's Rules of the Board provide that a "minimum annual payment may be required in all cases to cover the cost of mailings." For this reason, a member receiving a waiver of Institute dues is ordinarily required to pay \$49.00 to cover the cost of his/her subscription to *Architectural Record*.

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 their 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.