

COMMUNITY ALLIANCE PARTNERS

FEE WAIVER POLICY & FORM

Any individual or group may apply for a waiver of membership fees. When applying for a fee waiver for membership in Community Alliance Partners (CAP), please be aware of the following guidelines:

1. Fee waivers must be submitted between January 1st and July 1st of each year and are only good for the current calendar year (January 1 to December 31).
2. For a group (including businesses, non-profit organizations, churches, and civic groups) the fee waiver request must be accompanied by a brief, clear, written explanation of the need for a fee waiver. *As an example*, a signed statement on letterhead referring to an agency policy that prohibits funding of membership fees would be a consideration for a fee waiver request.
3. For an individual the fee waiver request must be accompanied by a statement of inability to pay with some documentation to prove status. *As an example*, an individual that is homeless with no income could provide a certification of homelessness from a credible service provider, along with self-certification of income below the poverty level.
4. Requests for fee waivers will be reviewed by the Executive Committee during the next regularly scheduled meeting following the date of the fee waiver request. Applicants will be notified by mail of the approval or denial of the application, with included documentation explaining any denial.
5. Fee waivers may be denied if the number of fee waivers exceed the number of paid memberships, if insufficient documentation is provided, if the application is incomplete, if the application is submitted after July 1st, or if the applicant's stated purpose for requesting membership is not in accordance with the mission of CAP.
6. Denials may be appealed in writing within 14 days. Appeals should be mailed to the CAP's mailing address.
7. If granted a fee waiver, individuals or groups have full privileges of all other members except voting privileges through the end of the calendar year in which the fee waiver was granted.
8. A request for a fee waiver must be submitted annually. Previously approved fee waivers will not be automatically renewed during the next calendar year.

By signing below, I acknowledge that I have read and understand this policy.

Signature

Date

Printer Name

Business Name [if applicable]