



Financial Delinquency

Policy and Process

Overview

The financial well-being of a chapter, and the national Fraternity, is paramount in allowing SigEp to have the greatest impact in the lives of our members. This means members and chapters must promptly meet all financial obligations that are required of them by the Grand Chapter. A member who does not pay their share can jeopardize the experience of all those around them.

Just as chapters are expected to hold members accountable for their financial obligations, the Fraternity must hold chapters accountable as well. This process covers the steps that will be followed with chapters that fail to promptly meet their financial obligations to the Grand Chapter.

Policy Levels

Level 1 - Invoice Payment Past Due

- **Penalty:** 18% APR (1.5% per month) penalty added to the past-due balance
- **Action:** Process outline communicated to chapter financial leadership and volunteers

Level 2 - Invoice Payment 30+ Days Past Due

- **Penalty:** An additional 1.5% late penalty is added to past-due balances.
- **Action:** All chapter leadership and all volunteers receive a financial warning notice

Level 3 - Invoice Payment 60+ Days Past Due

- **Penalty:** An additional 1.5% late penalty is added to the past-due balance
- **Action:** The chapter is placed in an "Interim Suspension" status with the Grand Chapter. Undergraduate members, volunteers and university contacts receive official notice of status

Level 4 - Invoice Payment 90+ Days Past Due

- **Penalty:** An additional 1.5% late penalty is added to the past-due balance.
- **Action:** Chapter leadership is required to appear before the National Board of Directors for potential charter action

Note: Late penalties are based on the balance owed, not the original invoiced amount. This means partial payment will lower those penalties. This also means that late penalties are subject to their own late penalties if unpaid.

Interim Suspension Status

Chapters under this status are expected to suspend all chapter activities immediately. Exceptions can be requested for events related to membership recruitment, SigEp Learning Communities, the Balanced Man Program and Fraternity Rituals. These exceptions must be requested in writing at least three business days before the event, and be endorsed by the Chapter Counselor and/or AVC President.

Removal From Process

Once a chapter is placed into the Financial Delinquency process, there are two ways the chapter can exit.

- **Option 1:** Payment in full of all past-due balances and associated late penalties
- **Option 2:** Agree on an approved payment plan with the Fraternity
 - The chapter must remain current on the payment plan
 - The chapter must agree to scheduled ACH payments to satisfy the plan
 - Failure to remain current will reinsert the chapter into the above process at the level corresponding to the oldest unpaid invoice.

Financial Delinquency

FAQ

What does it take to get on an approved payment plan?

Chapters must contact billing@sigep.net to set up a time to discuss payment plan options.

How do I make payments?

You can pay via credit card on mySigEp. However, you can help our Fraternity avoid unnecessary credit card processing fees by mailing a check to Sigma Phi Epsilon Fraternity at 310 S. Arthur Ashe Boulevard, Richmond, VA 23220. Be sure to include your chapter name and invoice numbers on the memo line.

If a chapter gets to Level 4, what happens?

The chapter's leadership will be required to come before the executive committee of the National Board of Directors to explain why the chapter is not paying and has not been able to reach an agreement on a payment plan. The committee will decide the outcomes of this conversation which could result in a recommendation for charter action.

Why does the university get informed when a chapter is under suspension?

Many campuses require chapters to be in good standing with their national organizations and ask us to confirm that status annually. SigEp believes in partnering with host institutions. Part of this partnership focuses on transparency. Similar to how behavioral issues are communicated to the university, this will be as well.

What happens if a payment plan payment does not get made?

All payment plans will be required to have ACH payments to avoid missed payments. If there are insufficient funds in the account and a payment is missed, the chapter will be reinserted into this process at the appropriate level based on the original due date of the invoice(s) captured in the plan. This does mean that a chapter could potentially skip levels of the process due to a missed payment.

What if we have a valid reason for non-payment?

Proactive communication is key. If the chapter feels it has a valid reason for missing or delaying payments, then the leadership must reach out to billing@sigep.net to discuss the circumstances and potentially seek alternative options. This outreach should happen as soon as the chapter knows there is a potential issue.