

FBLA SLC CHAPTER PAYMENT PLAN

Please complete this form to establish an FBLA chapter SLC payment plan with the PA FBLA Executive Director. All payments must be postmarked IN FULL no later than Wednesday, March 21, 2018.

This form must be completed and filed by January 20, 2018, no later than 11:59 pm to avoid late fees. The form may be adjusted/amended if additional students are added after January 20, 2018.

Chapters may submit multiple payments, but the following payment postmark benchmarks must be observed:

March 21, 2018 -- 100% of all fees must be paid.

March 07, 2018 -- 50% of all fees must be paid.

February 21, 2018 -- 25% of all fees must be paid.

January 20, 2018 -- 10% of all registration fees must be paid.

Online Registration and Online Lodging Must Completed by: January 20, 2018

SLC Registration Payment Must Be Postmarked by: January 20, 2018

SLC Lodging Payment Must be Postmarked by: January 31, 2018

The January 20 and January 31 dates will now become standard dues dates/payment postmark deadline dates.

SLC Payment Procedures:

SLC Payment Options Accepted:

1. School Check
2. Personal check/money order from parents/advisers
3. School Purchase Orders (all payments must be postmarked in full no later than 30 days prior to the opening of the SLC, which is March 3, 2018)
4. School Credit Card (3% convenience fee applies)
5. Personal Credit Card (3% convenience fee applies)
6. Payment Schedule/Agreement with FBLA Chapter and PA FBLA Executive Director's Office Completed Prior to the January 20, 2018, deadline. This option will help those chapters that may need to complete fundraising to attend the SLC.

7. DO NOT SEND CASH!

Payments Made to PA FBLA:

All checks are to be made payable to: PA FBLA SLC

All payments should be mailed to:

PA FBLA SLC
PO Box 5085
Jersey Shore, PA 17740

If sending UPS or FedEx, using the following address:

318 High Street (UPS/FedEx only) -- **DO NOT use this address for any other reason other than UPS/FedEx.**
Jersey Shore, PA 17740

School districts are starting to pay electronically. If your school district is preferring to make digital payments, please forward any necessary materials to register for that service to Bruce Boncal. PA FBLA will gladly start accepting digital payments.

Each school district will be invoiced separately for registration and lodging (just as you were for the SLW). Districts will have the options to pay by:

1. Check
2. Credit card (3% convenience fee applies)
3. ACH

When you receive the invoice, you should forward to your Accounts Payable Office.

SLC Conference Registration:

There will a 3-tier registration fee schedule for the 2018 SLC.

1. Early-bird Registration Fee: \$85 per person (includes advisers, members, guests) IF payment is postmarked by January 20, 2018.
2. Regular Registration Fee: \$110 per person (includes advisers, members, guests) IF payment is postmarked between January 21, 2018, through March 20, 2018. This \$110 fee does not apply if a payment option is made by January 20, 2018. Remember, you have all options to choose from including establishing a separate payment schedule for your chapter is fund raising needs to occur.
3. Late Registration Fee: \$150 per person (includes advisers, members, guests) IF payment is postmarked March 21, 2018, through the opening of the State Leadership Conference. Remember, you have all options to choose from including establishing a separate payment schedule for your chapter is fund raising needs to occur.

If your chapter has made its registration payment by the January 20, 2018, deadline and students are then added, there is no late registration fee for those students.

Online Application Data Needed:

School Name *

Region # *

Adviser Name *

First

Last

Adviser Email Address *

Adviser Cell Phone *

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Total Registration Fees Due by January 20, 2018, Deadline (show amount as \$ xxxx.xx) *

Total Commuter Fees Due (if applicable) by January 20, 2018, Deadline (show amount as \$ xxxx.xx)

Commuter fees are to be considered part of the registration total. *

Total Lodging Fees Due by January 20, 2018, Deadline (show amount as \$ xxxx.xx) *

Total Fees (registration, commuter, and lodging) Due (show amount as \$ xxxx.xx) *

Fees Calculation Section

Please compute the fees due based on each of the benchmark deadlines.

January 20, 2018, Postmark Deadline

Compute 10% of the total of the registration/commuter fees due.

10% of Registration/Commuter Fees Total (show amount as \$ xxxx.xx) *

February 21, 2018, Postmark Deadline

Compute 25% of the total of the registration/commuter/lodging fees due.

25% of Registration/Commuter/Lodging Fees Total (show amount as \$ xxxx.xx) *

March 07, 2018, Postmark Deadline

Compute 50% of the total of the registration/commuter/lodging fees due.

50% of Registration/Commuter/Lodging Fees Total (show amount as \$ xxxx.xx) *

March 21, 2018, Postmark Deadline

Compute 100% of the total of the registration/commuter/lodging fees due.

100% of Registration/Commuter/Lodging Fees Total (show amount as \$ xxxx.xx) *

Adviser Description of Chapter's Payment Schedule

The chapter adviser should describe and complete a payment schedule if it is different from the schedule shown above, OR enter "The "School" Chapter of FBLA will comply with the payment benchmark schedule as described in this document.

Adviser Description of Payment Plan *

Adviser's Typed Name

(accepted as a digital signature) *

Date Adviser is Completing This Form