

AUTOMATIC FINANCIAL PROBATION (AFP) FREQUENTLY ASKED QUESTIONS

Pi Beta Phi has an Automatic Financial Probation (AFP) process for invoices that are past due 31 or more days after the original invoice date.

WHAT IS AFP?

AFP is an automated process that places members with outstanding balances on financial probation. During the time a member is on AFP, she may not attend social functions, hold chapter office, or have a voice or vote in chapter meetings. When a member on AFP pays her account in full, she will be removed from probation and return to good standing.

WHEN IS SOMEONE PLACED ON AFP?

Any member whose invoice is not paid within 31 days of the due date is placed on AFP. Additionally, any member delinquent at the end of a term or who leaves school owing money to the chapter is placed on AFP.

HOW IS A MEMBER NOTIFIED SHE HAS BEEN PLACED ON AFP OR IS SUBJECT TO AUTOMATIC FINANCIAL DISMISSAL (AFD)?

If a member is placed on AFP, her chapter will send her a Notice of Automatic Financial Probation letter, via certified mail, addressed to her permanent address on file. If a member is subject to AFD, Pi Beta Phi Headquarters will send her a Notice of Automatic Financial Dismissal letter before her scheduled AFD date, via certified mail, addressed to her permanent address on file. (Please sure that your permanent address is always up to date.)

WHY AM I STILL ON AFP IF I PAID MY PREVIOUS FINANCIAL BALANCE?

A member on AFP must pay her account in full within the six-month probation period to be removed from AFP. If the member makes payments but her balance does not reach zero (\$0), she will remain on AFP. Making payments on the previous balance alone does not remove a member from AFP. While on AFP, the member remains responsible for all charges that continue to accrue. The member regains good standing and all member privileges once her account has been paid in full and reaches a zero (\$0) balance.



HOW IS A MEMBER REMOVED FROM AFP?

A member will be removed from AFP and return to good standing when her financial balance is paid in full. Full payment is defined as having a zero (\$0) balance on your account.

WHAT SHOULD I DO IF THERE ARE INCORRECT CHARGES ON MY ACCOUNT?

If the charges on your Greekbill account are incorrect, please contact your chapter's Finance/Housing Specialty Team members, including the AAC Finance/Housing Advisor.

WHAT ARE THE OUTCOMES OF AFP?

If a member does not make payment in full, she will be subject to Automatic Financial Dismissal (AFD) at the end of six months. She will no longer be a member of Pi Beta Phi and will be sent to collections and obligated to pay the total delinquent amount owned to the chapter, including the applicable collection fees.

WILL MY BILL BE SENT TO COLLECTIONS? IF SO, WHEN?

A member can be subject to a pre-collections process when her bill is 61+ days past due and will be sent to full collections when her bill is six months past due. Collection service fees are billed directly to the member for both pre-collections and the full collections process.

HOW DOES AFP AFFECT MEMBERSHIP STATUS OPTIONS?

A member on AFP may not resign her membership, be granted Undergraduate Alumna Status or affiliate with another chapter of Pi Beta Phi. A member who owes money to her chapter or the Fraternity and no longer wishes to remain a member of Pi Beta Phi may request Immediate Financial Dismissal. Immediate Financial Dismissal is an option for members without a signed housing contract for the current academic year or the upcoming academic year. The member remains responsible for all unpaid balances and all fees associated with collections, but will not be invoiced any future dues or fees.



HOW DOES AFP APPLY TO ME IF I AM ON A PAYMENT PLAN?

A member on a payment plan may still be placed on AFP if she does not pay her planned balances on time. If she is late paying her first month's balance, she has until the 31st day before she is placed on AFP. However, if she is late on her second or third month's payment plan, she is placed on AFP immediately as the invoice would technically be 51 or more days past the invoice date. If a member on a payment plan misses a payment and is placed on AFP, her entire balance becomes due and voids the payment plan.

DOES AFP APPLY TO ME AS AN ALUMNA MEMBER?

AFP applies to all members with outstanding balances 31 or more days past due. Please make sure your permanent address and email address are on file with Pi Beta Phi and Greekbill so you can receive updates on your account status. Please also ensure your balance is fully paid at the time you graduate, leave your university or receive alumna status.

AM I STILL SUBJECT TO AFP IF MY FAMILY MEMBERS PAY MY BILL?

Pi Beta Phi members are responsible for ensuring their accounts are up to date, regardless of who makes the payment.

AS A PARENT OR FAMILY MEMBER OF A PI PHI, HOW CAN I GAIN ACCESS TO INFORMATION ABOUT HER MEMBERSHIP OR FINANCIAL STATUS?

Pi Beta Phi Fraternity's primary relationship is with the member. Because of this relationship and respect for our members' personal privacy, we make every effort to discuss financial or membership issues directly with the member. If a parent or family member wishes to discuss a Pi Phi's financial information, the member can set up a Secondary User Account in Greekbill. If a parent or family member wishes to discuss other information regarding a member's experience (including membership status), the member will need to provide a signed Member Information Release Form.

