Automatic Financial Probation Frequently Asked Questions

1. What is Automatic Financial Probation?
   Automatic Financial Probation (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 nor have voice or vote in chapter meeting. At the time she makes full payment to the chapter, she will be removed from AFP and return to good standing.

2. When is someone placed on AFP?
   Any member whose invoice is not paid within 31 days shall be placed on AFP. Additionally, any member delinquent at the end of a term or who has left school owing money to chapter shall be placed on AFP.

3. How is a member notified she has been placed on AFP or will be 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 explaining AFP via certified mail addressed to her permanent address on file. Pi Beta Phi Headquarters will send notice of Automatic Financial Dismissal (AFD) to the member before her scheduled AFD date via certified mail addressed to the permanent address on file.

   Please make sure your permanent address is always up-to-date on your pibetaphi.org account.

4. How does a member come off AFP?
   At the time she makes full payment to the chapter, including any dues or fees accrued while on AFP, she will be removed from AFP and return to good standing. Full payment is defined as having a zero ($0) balance on the account.

5. I paid my previous balance, why am I still on AFP?
   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 becomes responsible for all charges that continue to accrue. The member shall regain all social and member privileges once her account has been paid in full and reaches a zero ($0) balance.

6. I have incorrect charges on my account, what should I do?
   If the charges on your GreekBill account are incorrect, please contact your chapter’s Vice President Finance/Housing and Alumnae Advisory Committee Finance/Housing Advisor to come to a resolution.

7. What are the outcomes of AFP?
   If a member fails to make payment in full, she will be Automatically Financially Dismissed at the end of six months. She will no longer be a member of Pi Beta Phi. She will be sent to collections and obligated to pay the total delinquent amount owed to the chapter, including the applicable collection fees.

8. Will my bill be sent to collections? If so, when?
   Yes, members can be subject to a pre-collections process when their bill is 61+ days past due and will be sent to full collections when their bill is six months past due. Collection service fees are billed directly to the member for both the pre-collections and full collections process.
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9. **How does AFP affect membership status options?**
   A member on AFP may not resign their membership, be neither granted Undergraduate Alumna Status nor 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 will remain responsible for all unpaid balances and also be responsible for all fees associated with collections, however, will not be invoiced any future dues or fees.

10. **I'm on a Payment Plan. How does AFP apply to me?**
    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 payment plan, she has until the 31+ 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+ 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, making the payment plan void.

11. **I'm an alumna member, does AFP apply to me?**
    Yes, AFP applies to all members with outstanding balances 31+ days past due. Please make sure your permanent address and email address are the most up-to-date with Pi Beta Phi and through our GreekBill system so you can receive updates on your account status. Ensure your balance is fully paid at the time of graduation, leaving the University or being granted alumna status.

12. **If my parents pay my bill, am I still subject to AFP?**
    Yes, Pi Beta Phi members are responsible for their outstanding bills regardless of who makes the payment.

13. **I'm a parent, how can I gain access to my daughter's Pi Phi membership or financial information?**
    Pi Beta Phi Fraternity’s relationship is primarily with the member and because of that we make every effort to discuss financial or membership issues directly with the member. If a parent wishes to discuss their daughter’s financial information further, their daughter will need to set up a parent account in GreekBill. If a parent wishes to discuss other information regarding their daughter’s Pi Phi experience (including membership status), they will need to provide a signed waiver from their daughter.