

<p>Policy Title Non-Payment of Annual Fee</p>
<p>Policy Category Quality Endorsement</p>
<p>Policy Objective To provide a transparent and fair process for dealing with situations where a provider's Annual Fee is not received.</p>
<p>Policy Statement NEAS members are responsible for paying an Annual Fee. The NEAS Board recognises that where the Annual Fee is not received, appropriate action needs to be taken by NEAS.</p>
<p>Payment Requirements</p> <ol style="list-style-type: none"> 1. The Annual Fee is invoiced prior to the provider's annual Due Date. 2. Payment in full is due by the annual Due Date. 3. Where a provider is unable to pay the full fee by the Due Date, it is possible to negotiate a payment plan with NEAS. 4. A payment plan must be completed within 12 months of the annual Due Date. 5. Where a provider chooses not to pay the Annual Fee, membership of NEAS will cease.
<p>Procedure Following Non-Payment of Annual Fee</p> <ol style="list-style-type: none"> 1. If payment is not received by the Due Date, NEAS issues a reminder. 2. If a provider is experiencing financial difficulties, a payment plan may be negotiated with NEAS at the time the Annual Fee falls due. 3. If payments are not received in accordance with the agreed payment plan, the plan will lapse and full payment will become due. 4. If full payment is not received within three months of a payment plan lapsing, the provider's membership will be ceased. 5. If a provider notifies NEAS that the Annual Fee will not be paid, its membership will be ceased. 6. If the Annual Fee is not received, or a payment plan has not been negotiated, within three months of the Payment Date, the provider's membership will be ceased.
<p>Outcome of Non-Payment of Annual Fee</p> <ul style="list-style-type: none"> • The provider will be informed that: <ul style="list-style-type: none"> ○ It is no longer a NEAS Quality Endorsed ELT centre ○ The NEAS quality mark must be removed from all marketing and electronic marketing media. • The registering authority will be advised of the decision to cease the provider's NEAS membership. • The provider will be removed from the NEAS website listing and NEAS marketing collateral.
<p>Linked Documents Policy – NEAS Quality Endorsement Committee</p>
<p>V1 Approved by Patrick Pheasant 2018</p>