

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