LEADERSHIP CORVALLIS	*Leadership Corvallis Board of Directors Policy* **Tuition Payment**		**002**
	APPROVED BY BOARD: 03/12/26 Rescinds policy dated 01/07/15	REVIEWED BY BOARD: 01/07/15	STATUS: **EFFECTIVE 03/12/26**

1. POLICY

Principle funding for the Leadership Corvallis program comes from the tuition payments of participants or their sponsoring organizations. As such, it is critical that payments be received in a timely manner. It is also the philosophy of this organization that participants will be more committed to the Leadership Corvallis program if they are investing both their time and money.

2. PROCEDURES

2.1 All class members will be invoiced the first week of July. Those invoices will state that payment is due by **August 1.**

2.2 If invoices remain unpaid at the first class in September, “Payment Due Immediately” notices for the unpaid tuition amounts will be hand-delivered during the September class by the Program Host.

2.3 Class members remaining delinquent by October 1 will be given a final written notification during the October class that includes a $25 late fee and specifies the consequences of continued non-payment of tuition.

2.4 If payment is not received by October 31, the class member will not be permitted to continue in class. This last step is subject to review and override by the Board.

2.5 Under extreme circumstances and with Leadership Corvallis Treasurer approval, alternative arrangements can be made.