



Date: _____

Member ID: _____

Member Type: _____

Member E-Mail Address: _____

2017 Dues Adjustment Request Form

Waivers for financial hardship, unemployment/partial employment, medical disability, sabbatical and family leave are annual. Subject to approval by the Secretary of the Institute, they may be renewable for up to a total of three consecutive years.

Member Information

| | | |
|-------|------|-----------|
| First | M.I. | Last Name |
|-------|------|-----------|

I am requesting this dues waiver due to:

- Medical disability
 Sabbatical
 Family leave
 Unemployment/partial employment

As required by AIA Bylaws and Rules of the Board, my written request and reason for this dues waiver are the following:

- Financial Hardship

Provide enough detail and background information to allow the Institute Secretary to fully consider your request. Please use page 2 if you need additional space.

Please tell us how much you are able to pay for your 2017 dues:

For Component use only (Please return to aiawaivers@aia.org)

The above member is requesting a dues adjustment for _____ (membership year).

Requesting dues waiver of _____ percent:

All or any part of the dues or fees must be adjusted in equal proportions across all components owed by a member at any level of membership in the AIA.

| | Local | | State | | National | | Total Dues Amount |
|------------------------------|-------|---|-------|---|----------|---|-------------------|
| Member's current dues are: | | + | | + | | = | \$ |
| Dues would be reduced by: | \$ | + | \$ | + | \$ | = | \$ |
| Member's new dues amount is: | \$ | + | \$ | + | \$ | = | \$ |

Comments: _____

Request approved by: _____

| Name & Title | Component | Date |
|--------------|-----------|------|
|--------------|-----------|------|

I certify, as an authorized representative of the originating Component, that I have consulted with the member's other assigned component regarding the Membership Dues Adjustment/Waiver.

Return to:
The American Institute of Architects E-mail to aiawaivers@aia.org | Fax: (202) 626-7547

