



Date: _____

Member ID: _____

Member Type: _____

Member E-Mail Address: _____

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
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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 dues this year.

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.

Note: You can find these amounts on your AIA bill

	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 by email aiaawaivers@aia.org or fax (202) 626 7547.



Additional Dues Adjustment Request Detail