



SEWANEE
THE UNIVERSITY OF THE SOUTH

GREEK LIFE

CHAPTER DUES REQUEST PROCEDURES

Dues collection is a voluntary service provided by the university. Chapters that take advantage of the opportunity to collect membership dues through the university are expected to follow the procedures outlined below.

1. Requests should not be made prior to mid-September (fall). Requests should not be made prior to mid-February (spring). Chapter presidents will receive notification when dues have been prepared by Student Accounts each semester.
2. Upon notification, chapter presidents or treasurers may submit requests via email to StudentAccounts@sewanee.edu. Requests sent to individuals, or **not** sent to the email listed above, **will not be processed**.

It is important to note that dues processing typically takes two weeks from the request date. Organizations are expected to make sound financial decisions each semester and budget accordingly.

A percentage of the organization's fund will be deducted from the total dues amount. These funds are held for incidentals (garbage fees, FM health and safety repairs, etc.) Additionally, the funds may be used to account for members that are removed from the roster.