

Zeta Tau Alpha
THETA ETA Chapter

Date: **Fall 2024**

Subject: Dues and Billhighway

Dear ZTA Member and Parents,

As you know, Billhighway runs on a monthly statement billing process for our chapter. The monthly statements will include any regular and miscellaneous invoices posted to your account throughout the month. These statements will be emailed from Billhighway on the **15th** of every month.

If you have not already done so, you can add a parent's email address to your Billhighway account so that both you and your parents receive the invoices. If you are interested in this option, make sure your parent's email address is added to your member profile on the Sisters Only website.

Dues are payable in **three** installments. The first installment is due by **August 25th, 2023**.

On the next page, you will find a detailed breakdown of dues owed for the fall and spring terms. Please use this information to plan accordingly for the coming year. Additionally, please remember that five days after the due date, a 4% late fee will be applied to each regular and miscellaneous invoice that has not been paid. If after 45 days from the due date or at the end of each school term an invoice has still not been paid, the member is subject to financial expulsion and can be removed from the chapter.

To avoid late fees, we encourage everyone to pay using e-check, debit/credit card or by phone, instead of mailing in payments. If you do choose to mail in payments, please mail them as soon as you receive your invoice, since it takes Billhighway at least seven days to process checks once they are received via mail. Please send payments with the remittance slip found at the bottom of your statement and write the Billhighway account number on the check. Please remember that once a late fee has been applied, there is no way that the chapter can remove it.

If financial problems do arise, please contact me immediately so that the account does not become delinquent. It is much easier to arrange a suitable payment plan when I have an understanding of your situation. We highly value every membership in our chapter, and we hope to retain each member throughout her college career.

I hope this letter helps to answer any questions you may have. Please email me at **ENTER YOUR SCHOOL EMAIL ADDRESS** if you have additional questions.

Sincerely,

NAME

Student Treasurer

YOUR SCHOOL EMAIL ADDRESS

Zeta Tau Alpha Dues for 2023--2024

Remember: These totals are split into three monthly payments. Miscellaneous fees are not included.

FALL	Out-of-House Member-Dorm
Per Capita	55.00
Technology Fee	20.00
Second Century Fund	2.00
Insurance	26.00
House Reserve Fund	110.00
Chapter Dues	488.00
Panhellenic Dues	12.00
Parlor Fees	259.00
Composite	30.00
Board-	350.00
Total	\$1352.00

SPRING	Out-of-House Member- Dorm
Per Capita	55.00
Technology Fee	20.00
Scholarship	5.00
Insurance	0
House Reserve Fund	110.00
Chapter Dues	488.00
Panhellenic Dues	12.00
Parlor Fees	259.00
Board - Dorm	350.00
Total	\$1299.00

PARENT PAYMENT AGREEMENT

We agree to pay _____'s charges for membership in _____ Chapter of Zeta Tau Alpha. We understand that failure to promptly meet all required payments as outlined in the accompanying letter will jeopardize _____'s membership in _____ Chapter and may result in her expulsion from Zeta Tau Alpha Fraternity. We are aware that her account must be paid in full by the last day of each semester.

Please note that if payments are not posted in Billhighway by the due date, they will be considered delinquent and incur late fees. Payments are accepted through four different methods: online by e-check or debit/credit card, by automatic payment plan, by phone and by mail. Details of each plan may be found on billhighway.com.

_____ Parent/Guardian

_____ Chapter Member

_____ Date

Please return to **CHAPTER TREASURER NAME** at **CHAPTER ADDRESS**.

MEMBER PAYMENT AGREEMENT

I, _____, agree to pay all charges for membership in _____
Chapter of Zeta Tau Alpha. I understand that failure to promptly meet all required payments as
outlined in the accompanying letter will jeopardize my membership in _____ Chapter and
may result in expulsion from Zeta Tau Alpha Fraternity. I am aware that my account must be paid in
full by the last day of each semester.

Please note that if payments are not posted in Billhighway by the due date, they will be considered delinquent
and incur late fees. Payments are accepted through four different methods: online by e-check or debit/credit
card, by automatic payment plan, by phone and by mail. Details of each plan may be found on billhighway.com.

_____ Chapter Member

_____ Date

Please return to **CHAPTER TREASURER NAME** at **CHAPTER ADDRESS.**