



# KAPPA ALPHA THETA

As we, and the world, work through the next steps in handling how COVID-19 changes our plans, we want you to be sure that Kappa Alpha Theta staff will continue to support you, the other officers in your chapter, and your advisors. With this email, we offer some additional information regarding chapter finances.

## YEAR END SURPLUS

The decision has been made, for this current year, to allow all chapters to carry over all the funds in their general checking account to the next academic year; therefore, surplus will not be figured. This should help alleviate financial strain on your chapter, especially with the possibility of prorating and refunding dues/fees for those who have paid in full.

## REFUNDS

We are working with Billhighway to provide the easiest way for your chapter to accomplish prorating and refunding, if you feel it is warranted. Within the next few days, you will receive Billhighway instructions to assist you in how to cancel fees or issue credits to refund a portion to those that have paid in full. We continue to advise, but not require, that your chapter wait until May or June to create refunds, if any. Your chapter may still be receiving invoices for past expenses or ongoing expenses which need to be paid. You may also still be required to pay for facility utilities and wages, even if your facility is closed. It is important that you continue to pay invoices in a timely manner. And as we mentioned in our last communication, remember that your chapter will likely incur expenses in the fall before fall dues are paid.

## NEW MEMBERS

We have received many questions regarding new members who were not initiated before closures happened. These women are still new members until they can be initiated. Because Initiation Services take place in person, that will likely be early fall. If new members have already paid their initiation fees, you can decide to refund them now and re-bill in the fall, or simply carry over until the fall. New members will not also be charged a per capita fee in the fall. New member dues for this term should not be cancelled completely. If your chapter votes to prorate/refund dues, this applies to new members as well. If you have questions regarding how your new members, or recently initiated members should be billed, please reach out to your BDD.

## GRAND CONVENTION

We are currently planning on Grand Convention 2020 proceeding this July as planned. Should circumstances change, registrants will be notified of the cancellation as well as new dates and location. Chapters would have the option to keep the registrations in the system for the rescheduled dates or request a refund for their non-delegate registrants. The date to receive full refunds is currently June 1. Refunds will be provided to those chapters that

used current-year funds. Registrations from chapters that used their Convention set-aside funds for non-delegate registrants, will be retained by the Fraternity for the chapter's use at the rescheduled Convention.  
Stay safe and healthy!