



New Wilmington Mission Conference
229 South Market Street
New Wilmington, PA 16142

Late Fee Policy

In order to be better stewards of the conference accounts, the following policy has been approved by the Board of Directors at its March 2017 meeting and will be implemented beginning with Conference 2017.

Any conference fee not paid in full by the next to the last day of conference will be subject to an 18% finance (1.5% monthly) charge.

Note:

- *Late fees for those registered as a group/family will be assessed to the named group leader.*
- *Late fees for those registered as individuals will be assessed to that individual.*
- *Invoices will not be sent to churches or other organizations as it is the individual's responsibility to make sure that all registration fees have been paid in full in a timely manner in such a way to avoid any late fees.*

Operating Procedure

1. On the fourth day (in 2018, Monday) of the conference, the treasurer and office manager will produce and distribute invoices to all participants that have an outstanding balance asking that the balance be paid before the participant leaves the conference.
2. On the last day of each subsequent month, a new invoice will be produced and either mailed or emailed to the participant with the outstanding balance and the cumulative late fee shown.
3. Participants with outstanding balances and who have not been in communication with the conference cannot register for the next year's conference until the previous balance has been paid in full.