



Texas DECA operates as a non-profit organization and aspires to serve our mission as efficiently as possible. Delays in payments being received cause undue burden to the organization, and jeopardizes our positioning with our service partners.

PAYMENT DUE DATES

Payment Due dates for all conferences registered with Texas DECA or a District of Texas DECA shall be posted at least 30 days prior to the opening of the registration window, and due no later than ten business days after the closing date of the registration window.

PAYMENTS DATED ON OR PRIOR TO DEADLINE

Payments dated on or prior to the deadline will be given a grace period of three (3) business days for Texas DECA to receive the payment.

PAYMENTS DATED AFTER THE DEADLINE

Payments dated after the deadline and payments dated prior to but received more than three (3) business days after the payment deadline may incur a late fee in the amount of 5% of the amount due, with a minimum of \$25.00.

***Example:** ABC Chapter owes \$450 for the District 12 Fall Leadership Conference. The payment deadline was last week. The chapter incurs a \$25 late fee. ABC Chapter now owes \$475 to District 12 before they can register for the District Career Development Conference (competition).*

ADDITIONAL LATE FEES

An additional \$50 late fee may be assessed for all past due invoices for every ten (10) business days the payment and subsequent late fees are left unpaid.

***Example Continued:** ABC Chapter failed to make payment for the \$475, and it has now been three weeks (15 business days) from the deadline. An additional \$50 late fee has been and the balance is now \$525.*

All late payments must be paid to avoid being placed on a financial block. Chapters may not be able to register for the next event if they are on a financial block. Chapters may not be able to check-in to housing for ICDC without all balances for the year being cleared.

ACCEPTED FORMS OF PAYMENT

Texas DECA accepts school checks and money orders. Payments can be made by credit card, however a 4% fee will be added. To obtain a credit card authorization form, visit www.texasdeca.org/ccpay or email contact@texasdeca.org.