

## Payment Terms and Conditions

We like to keep things straightforward so there are no surprises. Here's how payments work when you do business with Alliance Française DuPage, Inc.

### 1. Payment Due Date

Invoices are due from the date they're sent as follows:

- Membership dues: due within 14 days.
- Event reservation fee: due within 7 days.

That gives you plenty of time to get everything sorted without feeling rushed.

### 2. Accepted Payment Methods

Pay however works best for you:

- **Zelle:** Use this email address to add a recipient: [afdupage@gmail.com](mailto:afdupage@gmail.com). Enter the amount you are sending and include the following message so we will know to whom payment should be credited: "**Membership for (person's name)**".
- **Credit/Debit Card:** Visa and MasterCard accepted through our PayPal portal. A \$2 processing fee will be added to the invoice.
- **PayPal:** Use your PayPal account to pay through our PayPal portal. A \$2 processing fee will be added to the invoice.
- **Check:** Make it out to Alliance Française DuPage, Inc., and mail it to:

**Alliance Française DuPage, Inc.**  
**P.O. Box 3992**  
**Naperville, IL 60567-3992**

Payments are in **USD**.

### 3. Refunds

The availability of refunds depends upon what the payment was for.

- **Memberships:** We do not refund memberships. If you overpay, we will extend the expiration date of your membership.
- **Events:** If you email us at least 7 days before the event, we will refund you in full to your original payment method, minus any fees charged to us by PayPal (if you used it or a credit or debit card). We will not refund your payment if you cancel less than 7 days before the event.

#### **4. Disputed Charges**

If something on your invoice doesn't look right, just email us at [afdupagetreasurer@gmail.com](mailto:afdupagetreasurer@gmail.com) within **3 calendar days**. We'll review it together and get it sorted quickly.

#### **5. Non-Payment Consequences**

If payment still hasn't been made, we may need to:

- Membership dues: cancel membership 14 days from date of invoice.
- Paid event reservations: cancel reservation 7 days from date of invoice.

#### **6. Currency and Taxes**

All amounts are in **USD** unless we've agreed otherwise. You're responsible for taxes (if any), or bank fees related to your payment.

### **General Policies**

#### **1. Contact Information**

AF DuPage does not share member contact information with outside parties. If another member asks for your contact information, we will notify you to ask for your permission to release the information.

#### **2. Photo Consent**

By applying for membership and/or attending AF DuPage sponsored events, you consent to the use of your image in videos or photographs regardless of whether these materials are used for advertisement, publicity or other purposes on behalf of Alliance Française DuPage, Inc.

#### **3. Political Discourse**

Alliance Française DuPage is an apolitical organization whose members have diverse political viewpoints. Therefore, in the interests of maintaining harmony, heated discussions about politics have no place in Alliance Française DuPage sponsored meetings and events.

#### **3. Amendments**

These terms and conditions may be updated from time to time. If they are, we'll let you know before they apply to any future transactions.