



TO: All Members of the FCIAA

DATE: January 4, 2024

FROM: Executive Board, FCIAA

RE: Policy Update

THROUGH: ShareServ (original, 5/2/2023)

PREAMBLE

The Executive Board and the supporting committees of the FCIAA hold awesome trainings and annual conferences, it’s true; however, another very important (yet less fun) responsibility we have is to ensure the longevity of the Association through financial accountability. Part of this duty involves routine analysis of our current processes and practices to determine if we are meeting our fiscal obligation to our members.

PURPOSE

On Tuesday, April 25, 2023, the FCIAA Executive Board held its monthly meeting where a new schedule of fees and tiered refund policy was introduced for adoption. The policy was discussed, and a vote was called by the President; the motion to adopt the policy was unanimously affirmed by all Board members. The policy was effective as of April 25, 2023, at approximately 11:00 AM. On January 4, 2024, the policy was updated by email majority vote of the Board to modify conference and vendor/sponsor costs.

NEW POLICY SPECIFICS

Schedule of Fees – Refunds for Credit Card Transactions

The Association is charged 3.5% for every credit card transaction we process from everything from membership fees to training payments. In the past, whenever an error occurred in membership or training payments, or an analyst determined they could not attend a training event at a later date after paying via credit card, the Association would refund (in full) the amount paid. The new policy provides that for every refund issued where payment was made with a credit card (that is not the result of error by the FCIAA Board), the 3.5% credit card processing fee will be retained by the Association. This ensures that the FCIAA is not losing capital as a result of erroneous transactions or cancellations.

Florida Crime & Intelligence Analyst Association Schedule of Fees: Refunds for Credit Card Transactions				
Item or Service	Your Cost	Fee %	Fee \$	Refund Less Fee
MEMBERSHIPS AND TRAININGS				
IACA Exam Seat	\$25.00	3.5	\$0.88	\$24.13
Analyst Member - FCIAA	\$25.00	3.5	\$0.88	\$24.13
Associate/Academic Member - FCIAA	\$25.00	3.5	\$0.88	\$24.13
Dual Analyst Member - FCIAA/IACA	\$40.00	3.5	\$1.40	\$38.60
Corporate Member - FCIAA	\$150.00	3.5	\$5.25	\$144.75
CPAF Certification Course (Member)	\$100.00	3.5	\$3.50	\$96.50
CPAF Certification Course (Non-Member)	\$150.00	3.5	\$5.25	\$144.75
CPAS Certification Course (Member)	\$150.00	3.5	\$5.25	\$144.75
CPAS Certification Course (Non-Member)	\$200.00	3.5	\$7.00	\$193.00
Conference - Academic	\$250.00	3.5	\$8.75	\$241.25
Conference - Early Bird (Member)	\$475.00	3.5	\$16.63	\$458.38
Conference - Regular (Member)	\$525.00	3.5	\$18.38	\$506.63
Conference - Early Bird (Non-Member)	\$525.00	3.5	\$18.38	\$506.63
Conference - Regular (Non-Member)	\$575.00	3.5	\$20.13	\$554.88
VENDING, EXHIBITION, AND SPONSORSHIPS				
Bronze Sponsorship	\$500.00	3.5	\$17.50	\$482.50
Silver Sponsorship	\$750.00	3.5	\$26.25	\$723.75
Gold Sponsorship	\$1,000.00	3.5	\$35.00	\$965.00
Exhibitor Package - Standard	\$1,000.00	3.5	\$35.00	\$965.00
Exhibitor Package - Standard + Addt'l Rep	\$1,050.00	3.5	\$36.75	\$1,013.25
Exhibitor Package - Standard + App Ad	\$1,100.00	3.5	\$38.50	\$1,061.50
Exhibitor Package - Standard + Addt'l Rep + App Ad	\$1,150.00	3.5	\$40.25	\$1,109.75

The fee schedule above reflects the most common items/services offered by the FCIAA, their cost to you, the credit card processing fee we incur (both as a percentage and as a dollar amount), and finally, the amount you will receive back should you request a refund (minus the processing fee) if the reason for the refund was not the result of FCIAA's error or omission (barring any other factors, including cancellation policy timelines). This fee schedule is NOT all-inclusive. Special trainings with different pricing may be offered, or a combination of vendor/sponsor options may be purchased—these are all still subject to the 3.5% processing fee and that fee will be deducted for refunds as per this fee schedule and the most current FCIAA refund policy.



Schedule of Fees – Tiered Cancellations

This portion of the new policy involves refunds specific to training registrations. When the FCIAA Training & Conference Committee(s) plan training events, your training registration secures a spot at the location and is considered your good faith agreement to attend the event. As such, space requirements, hotel room blocks, and food & beverage amounts are calculated based on the number of registrations received. Prior to this policy, it was the practice of the Association to refund training registrations—when requested—in full. This policy ensures that the Association is not losing capital as a result of erroneous transactions or cancellations and encourages responsibility when registering for training events and attendance at those events. This policy applies to ALL training transactions, whether they were paid via credit card or check; however, for credit card transactions, the original processing fee is also deducted regardless of when the registration is canceled.

Florida Crime & Intelligence Analyst Association Schedule of Fees: Tiered Cancellation Policy						
Item or Service	90+ Days FULL	76 - 89 Days 75%	60 - 75 Days 50%	45 - 59 Days 25%	44 Days or Less 0%	Credit Card Fee
CPAF Certification Course (Member)	\$100.00	\$75.00	\$50.00	\$25.00	\$0.00	\$3.50
CPAF Certification Course (Non-Member)	\$150.00	\$112.50	\$75.00	\$37.50	\$0.00	\$5.25
CPAS Certification Course (Member)	\$150.00	\$112.50	\$75.00	\$37.50	\$0.00	\$5.25
CPAS Certification Course (Non-Member)	\$200.00	\$150.00	\$100.00	\$50.00	\$0.00	\$7.00
Conference - Academic	\$250.00	\$187.50	\$125.00	\$62.50	\$0.00	\$8.75
Conference - Early Bird (Member)	\$475.00	\$356.25	\$237.50	\$118.75	\$0.00	\$16.63
Conference - Regular (Member)	\$525.00	\$393.75	\$262.50	\$131.25	\$0.00	\$18.38
Conference - Early Bird (Non-Member)	\$525.00	\$393.75	\$262.50	\$131.25	\$0.00	\$18.38
Conference - Regular (Non-Member)	\$575.00	\$431.25	\$287.50	\$143.75	\$0.00	\$20.13

This policy applies to all paid training registrations, whether the payment was completed via credit card or check. Canceling within one of the timeframes listed above determines the amount you or your organization will be refunded. For credit card transactions, the amount is still subject to the original 3.5% CC processing fee retention (those fees are listed in red) - to calculate returns for credit card transactions, subtract the amount listed in the appropriate cell under "Credit Card Fee" from the amount listed under the correct refund tier.

If, for any reason, you find you may need to cancel a training registration and request a refund, you can either reference the table above to determine your refund amount, OR alternatively, you can take advantage of our easy-to-use Refund Estimator tool at the bottom of the *Training & Events* page at <https://fciaa.org/training-events/>.

NEED TO CANCEL A REGISTRATION AND REQUEST A REFUND?

Click the button below to estimate your refund based on our new TIERED REFUND POLICY, adopted 4/25/2023 by Executive Board vote.

Once you click the button, follow the easy six prompts that appear on the popup. On the last step after you click “CONFIRM,” you will be provided a summary of the refund amount you are eligible to receive and how it was calculated.

NOTE: The purpose of this document is to notify you of the policy change and to provide you with a convenient reference tool for determining refund amounts. This is NOT the process for requesting a refund. To request a refund, you must contact the appropriate Vice President. For refunds or cancellations related to Membership, email VPMembership@fciaa.org or Training, email VPTraining@fciaa.org. Alternatively, you may email Admin@fciaa.org. Be advised, the amount shown in the Refund Estimator tool is based on your selections. If the VP determines your selections were invalid, the refund amount could change.

Completed

100%

Below Is A Summary Of Your Estimate
Based On Your Submission.

Member Status (Y/N): Yes

Item or Service: Conference - Early Bird (Member)

Cancellation Period: 60 - 75 Days

Original Total: \$425.00

CC Fee (if applicable): \$14.88

FINAL REFUND AMT: \$197.62