



**WACAC prefers that credit cards are used for all payments to the organization. As a 501c3 non-profit, WACAC will provide a W-9 upon request.**

## **WACAC Membership**

Membership in WACAC is free for Public School Counselors and CBO Members. Recognizing that some of our members' institutions rely on checks as the primary form of payment for bills, WACAC will accept Membership payments by check from **July 1 through December 31** of the current fiscal year. Your membership will not be active until the check has been received and credited to your account.

If your institution requires Check Payment, then we encourage you to apply for membership between **July 1 and December 31** of the current fiscal year.

If your institution would like to pay for a group of members, we encourage you to have each person individually submit their own membership application and indicate **PAYMENT BY CHECK** between July 1 and December 31. Combine the total membership dues, attach copies of the invoices or a list of members and issue one check.

From **January 1 – June 30** of the current fiscal year, **Membership Applications submitted and/or renewed must be paid by credit card.** If your institution would like to pay for a group of members between these dates, please contact [wacacmembership@wacac.org](mailto:wacacmembership@wacac.org).

## **WACAC SLC Events**

WACAC accepts credit card payments only for Share, Learn and Connect events. Please join/renew prior to registering for a SLC to obtain the Member Rate. We are unable to refund the balance should you join after registering for the SLC.

## **WACAC College Fairs**

WACAC will accept Check Payments for College Fairs during the **Early Registration** period only. All checks must be received and credited prior to the first fair or the representative will be required to pay by credit card on-site.

If your institution registers during the Regular Registration period or On-Site (if space is available), WACAC accepts Credit Cards only.

## **WACAC Annual Conference**

WACAC will accept Check Payments for Annual Conference registrations during the **Early Registration** period only. Please join/renew prior to registering for the Annual Conference to obtain the Member Rate. All checks must be received and credited prior to the conference or the attendee will be required to pay by credit card on-site.

If you register during the Regular Registration period or On-Site (if space is available), WACAC accepts Credit Cards only.  
***\*Please note that Super Conference payment methods are determined in consultation with our ACAC partners.***

## **WACAC Summer Admission Institute**

WACAC accepts credit card payments only for the Summer Admissions Institute.

**WACAC does not accept Purchase Orders. Please utilize our stated PAYMENT BY CHECK options.**