**Annual Fee Installment Payment Option**

On March 19, 2020, the New Brunswick Association of Dietitians (NBAD) Board of Directors has approved a one-time alternative registration renewal payment option for members facing financial difficulties as a result of the COVID-19 pandemic.

Members will be able to pay the 2020/2021 registration renewal annual fees in two installments:   
50% of fees by May 31, 2020 and 50% of fees by August 31, 2020.

**Members wishing to participate in the installment payment option must complete and submit this form to the NBAD office by email to** [**registrar@adnb-nbad.com**](mailto:registrar@adnb-nbad.com) **or by fax to (506) 450-9375   
by May 31, 2020.**

As per NBAD Policy 5.3.3, registration fees are not refundable. Should a member resign from NBAD prior to August 31, 2020, 2nd installment payment will not be refunded and will be processed on August 31, 2020.

|  |  |  |
| --- | --- | --- |
| **PERSONAL INFORMATION** | | |
|  | | |
| First Name: | Last Name: | |
| NBAD Registration Number: | | |
| **Type of Member Class  (check the appropriate membership class below):** | **1st Installment Payment (processed by  May 31, 2020)** | **2nd Installment Payment (processed on  August 31, 2020)** |
| Active | $ 197.50 | $ 197.50 |
| Temporary | $ 197.50 | $ 197.50 |
| Retired | $ 66.00 | $ 66.00 |

I agree to submit my registration renewal annual fees in two installment payments by May 31, 2020 as indicated below.

*Note: 2nd installment payment method must be received by May 31, 2020 as part of NBAD registration requirements; however, will only be processed on August 31, 2020.*

Electronic Signature:       Date:

|  |
| --- |
| **1st INSTALLMENT PAYMENT METHOD (50% of fees)** |

Select the method of payment by checking the appropriate box below. Consult the document “[Online Renewal Instructions for Installment Payment Option](http://www.adnb-nbad.com/wp-content/uploads/2020/04/Instructions-for-Online-Installment-Payment-Option.pdf)” for information on how to complete the payment step in the online registration renewal.

**Visa or Mastercard:** complete the payment for 50% of registration fees online during registration renewal.

**Cheque or Money Order:** mail a cheque or money order for 50% of your registration fees to the NBAD office, payable to New Brunswick Association of Dietitians:

New Brunswick Association of Dietitians  
608 Pine Glen Rd

Riverview, N.B. E1B 4X2

**Note: Your payment (credit card, cheque or money order) must be received by   
May 31, 2020 or it will be considered as non-compliance with the registration requirements. All registrations will be suspended if payment is not received by this deadline. A member who has been suspended shall pay a reinstatement fee equal to one years’ registration fee.**

|  |
| --- |
| **2nd INSTALLMENT PAYMENT METHOD (remaining 50% of fees)** |

Select the method of payment by checking the appropriate box below.

**Visa or Mastercard:** please call the NBAD office at (506) 386-5903 to provide credit card information when submitting this form (i.e. by May 31, 2020). Payment will only be processed on August 31, 2020. Do not email or indicate your credit card number on this form.

**Cheque:** mail a cheque for the remaining 50% of your registration fees to the NBAD office when submitting this form (i.e. by May 31, 2020), payable to New Brunswick Association of Dietitians and   
post-dated on August 31, 2020:

New Brunswick Association of Dietitians  
608 Pine Glen Rd

Riverview, N.B. E1B 4X2

**Note: Your payment method (credit card information or cheque) must be received by   
May 31, 2020 or it will be considered as non-compliance with the registration requirements. All registrations will be suspended if payment is not received by this deadline. A member who has been suspended shall pay a reinstatement fee equal to one years’ registration fee.**