



# APPLICATION FOR MEMBERSHIP

## Higher Education Institutions/Provisional Institutions

(two- or four-year public, private or not-for-profit, accredited, or not accredited/provisional)

2017–2018

Use this application to begin a new or to reinstate a lapsed membership.  
\*information required

### Institution Information

Institution Name\*

Street Mailing Address\*

City, State and Zip\*

Institution URL/Web Site\*

Main Phone Number\*

1. Do you qualify under Section 501c(3) or Section 115(a) of the IRS Code as a nonprofit institution?  Yes  No
2. Is your institution accredited?  Yes  No
3.  Public or  Private
4.  Four-year or  Two-year
5. FTE (full time equivalent enrollment) \_\_\_\_\_
6. Current Funds Expenditures: \$ \_\_\_\_\_  
All requested information in this section is required

### Primary Representative—Chief Business Officer (e.g., VP, Administration & Finance)

Name/Primary Representative\*

Title\*

E-mail Address\*

Telephone\*

### Member Dues (Membership Year June 1, 2017–May 31, 2018)

Calculate your dues according to the Dues Schedule on the following page.

NACUBO Dues: \$ \_\_\_\_\_

+ Regional Dues: \$ \_\_\_\_\_

= **TOTAL DUES:** \$ \_\_\_\_\_

**Please check the region you are joining:**

CACUBO  EACUBO  SACUBO  WACUBO

**Regional Membership is required for Higher Education Institutions to join NACUBO**

### Payment

Please make check payable to NACUBO and mail payment with this application to: **NACUBO Member Services, 1110 Vermont Ave., NW, Suite 800, Washington, DC 20005**, or complete the information below to pay your total dues by credit card and fax to 202.861.2583.

American Express  Diners Club  MasterCard  Visa

Card Number:

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Expiration Date:

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Security Code\*:

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Signature

Date

Print Name

Title

\* Where do I find this Security Code?

**Visa and MasterCard Users:** Look at the signature box on the back of your card. You should see either the 16-digit credit card number or just the last 4 digits followed by a 3-digit code. This 3-digit code is your Security Code.

**American Express Users:** Look for the 4-digit code printed on the front of your card just above and to the right of your credit card number. This 4-digit code is your Security Code.

**Higher Education Institutions are entitled to unlimited staff receiving member benefits and *Business Officer* magazine.**

# NAACUBO Institutional Dues Schedule Membership Year 2017–2018

Higher Education Institutions membership dues are based on enrollment and expenses as reported on the Integrated Postsecondary Education Data System (IPEDS) finance form.

Total Expenses** (Line 6 on page 1)	Full Time Equivalent Enrollment* (Line 5 on page 1)				
	0–749	750–1,999	2,000–7,499	7,500–19,999	20,000 & Over
0–2,999,999	\$817	\$936	\$1,078	\$1,239	\$1,424
3,000,000–4,999,999	\$910	\$1,049	\$1,205	\$1,388	\$1,596
5,000,000–7,499,999	\$1,022	\$1,174	\$1,352	\$1,554	\$1,788
7,500,000–9,999,999	\$1,144	\$1,315	\$1,513	\$1,740	\$2,002
10,000,000–12,499,999	\$1,282	\$1,473	\$1,694	\$1,950	\$2,241
12,500,000–14,999,999	\$1,434	\$1,651	\$1,897	\$2,182	\$2,511
15,000,000–17,999,999	\$1,607	\$1,849	\$2,127	\$2,446	\$2,812
18,000,000–21,999,999	\$1,783	\$2,052	\$2,360	\$2,714	\$3,121
22,000,000–27,499,999	\$1,981	\$2,279	\$2,618	\$3,012	\$3,462
27,500,000–37,499,999	\$2,199	\$2,527	\$2,908	\$3,345	\$3,846
37,500,000–49,999,999	\$2,441	\$2,807	\$3,228	\$3,712	\$4,268
50,000,000–69,999,999	\$2,709	\$3,115	\$3,582	\$4,119	\$4,738
70,000,000–99,999,999	\$3,007	\$3,457	\$3,977	\$4,573	\$5,259
100,000,000–149,999,999	\$3,337	\$3,837	\$4,414	\$5,076	\$5,836
150,000,000–249,999,999	\$3,704	\$4,261	\$4,900	\$5,633	\$6,480
250,000,000–499,999,999	\$4,075	\$4,686	\$5,388	\$6,197	\$7,127
500,000,000–999,999,999	\$4,482	\$5,154	\$5,927	\$6,817	\$7,839
Over 1,000,000,000	\$4,929	\$5,669	\$6,521	\$7,499	\$8,623

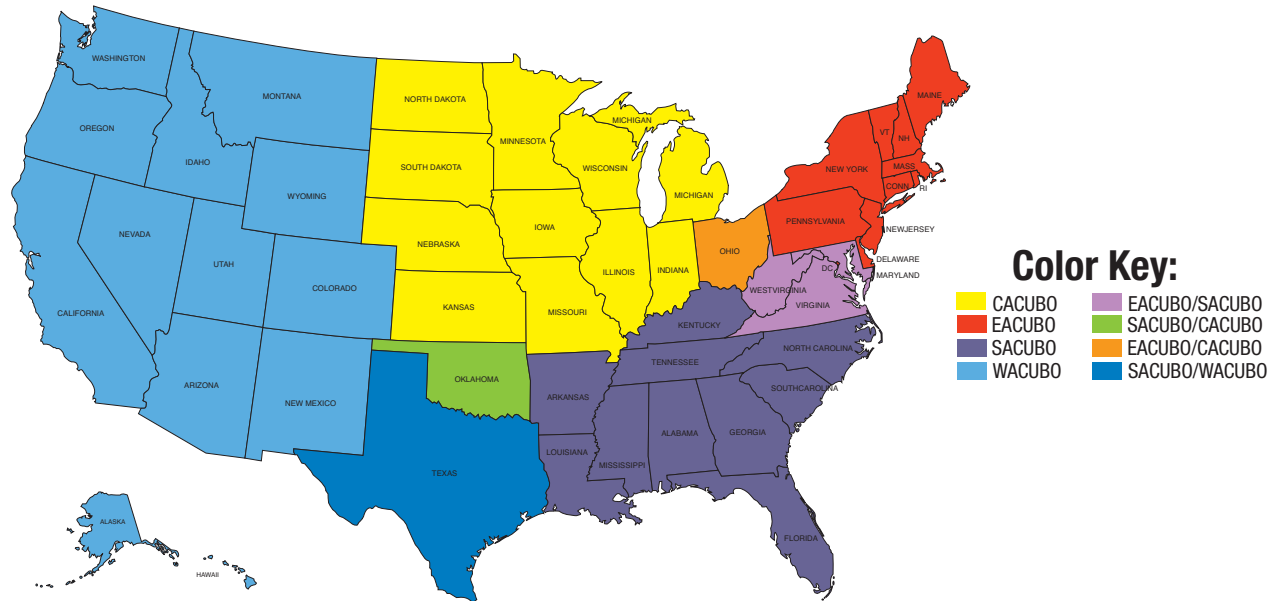
**NAACUBO has two types of Higher Education memberships: Institutional Membership** applies to non-profit, accredited institutions of higher education. Institutional members shall have the right to vote and individuals from this category of membership shall be eligible to hold elected office.

**Provisional Membership** applies to colleges and universities that, although not yet accredited by the appropriate regional or national organization, award credits accepted either by appropriate state agencies or by three other accredited institutions. Provisional members shall not have the right to vote and individuals from these member institutions shall not be eligible to hold elected office.

An institution's membership dues amount is calculated using full time equivalent enrollment and total expenses as reported on the Integrated Postsecondary Education Data System (IPEDS) finance form.

**\*Full Time Equivalent Enrollment:** The formula used to convert the IPEDS data to a full-time equivalent enrollment is three part-time students per one full-time student. The current membership year is using **fall 2014 enrollment** figures.

**\*\*Total Expenses:** For public institutions that follow GASB and independent institutions that follow FASB, total expenses is the total of all functional expenses on the financial statements. The corresponding IPEDS variable for public institutions is total expenses and total net expenses for independent institutions. The current membership year is using **FY2014** data.



**Regional Membership is required for all NACUBO institutional members. Regions are primarily divided geographically.**

- Please make your selection below and add to NACUBO dues balance (page 1)..... Institution
- Central Association of College and University Business Officers (CACUBO).....\$250
- Eastern Association of College and University Business Officers (EACUBO)..... \$275
- Southern Association of College and University Business Officers (SACUBO)
  - <\$20 Million in Expenses.....\$125
  - >\$20 Million in Expenses.....\$250
- Western Association of College and University Business Officers (WACUBO).....\$250