

Membership Policy

Membership in the International Institute of Business Analysis (IIBA) is open to any person interested in the declared purposes of the association. A person seeking membership will be accepted as a member of IIBA® upon submission, receipt, acceptance and processing of the required online registration application and fees.

All IIBA memberships are for the specific and sole use of the registered individual for whom payment is made and are non-transferable. Fees are non-refundable and subject to change at membership renewal time. A member agrees to pay and remain current in the payment of fees upon expiry of its term in order to continue as a member and agrees to follow the guidelines in the [Trademark Usage Policy](#) regarding use of the IIBA trademarks and logos. In order to join IIBA, you will need to complete the online application form and pay your annual fee. You will be notified by email when your membership renewal is due.

In the case of partial fee payment or payments not received in USD:

1. Membership will not be activated until full payment has been received in USD.
2. Registered members will be notified by email of any outstanding fee and will have 45 days to make a full payment.
3. If full payment has not been received within those 45 days your membership record will be set to inactive.
 - i. If payment was made by cheque, a copy of the void cheque will be scanned and sent to sender via email.
 - ii. If payment was made by money order, the payment will be sent by courier at a cost to the sender.

In the case of surplus payments of membership fees:

1. The surplus will be pro-rated to your membership so your expiration date will be extended appropriately.
2. If a member requires IIBA to return the surplus, IIBA will process the payment in thirty days from the date the request was received, and mail a cheque to the address in the member profile. Requests for the return of the surplus amount of the payment must be received within thirty days of the original payment.

A charge of \$25.00 will be applied to all NSF cheques processed by IIBA.

Please seek the advice from your personal accountant or local taxation office to determine if membership is tax deductible in your country.

Member rights include, but are not limited to, the opportunity to vote on IIBA matters and to hold elected or appointed office. Privileges are defined as those tangible and intangible benefits, products and services offered with membership in the association.

At IIBA, we are committed to earning your confidence by demonstrating our commitment to privacy. IIBA Privacy Policy is consistent with the Canadian [Personal Information Protection and Electronic Documents Act](#) ("PIPEDA").