



Voluntary
Framework of
Accountability

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Join the VFA Today

Step by step explanation of the Join process

Step 1 – Identify Your Membership Type

Step 1 – Identify membership type.	Step 2 – Read and accept participation agreement.	Step 3 – Name VFA Key Contact.	Step 4 – Purchase your VFA membership.
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Membership Types

Membership types are defined in detail in the  VFA Participation Agreement.

- **College Member:** a single, regionally accredited, predominantly associate degree-granting institution that will utilize the VFA data tools to submit data and take part in the VFA data collection cycles. [College Members: CONTINUE HERE](#)
- **Centralized Reporting Member (e.g. System, District, Department):** administrative or centralizing body for more than one college that will act as the official reporting entity and has the authority to do the VFA data collection for its colleges.
- **Consortia Member:** organizations that serve or represent community colleges – such as an association, commission, or national initiative —participate in the VFA by working with a group of colleges with whom the entity has an established relationship and creates a Memorandum of Agreement (MOA). [Centralized/Consortia/Supporting: CONTINUE HERE](#)
- **Supporting Member:** a college, district, system office, association, commission, or initiative that may not be able at this time to fully participate in the VFA by submitting data – or that is not a college and does not have institutional data to submit – but that supports the VFA as the principle accountability system for community colleges.

What membership type am I?

- *College, Centralized Reporting, and Consortia* members submit data to the VFA. The majority of members are College members.
- *Supporting Members* do not submit data, but support the VFA and its mission.

Institutions can join as a single *College Member* and complete their sign-up process, including payment of membership dues, online. *Centralized Reporting, Consortia, and Supporting* memberships require additional account set-up, so membership will be finalized with VFA staff.

Step 2 – Participation Agreement

VFA Participation Agreement

October 1, 2014

The VFA Participation Agreement is updated and approved by the VFA Oversight Board. This agreement's terms and conditions supersede any earlier VFA Participation Agreements.

By becoming a VFA member, the college or entity agrees to abide by the terms and conditions established by this participation agreement, by and between the VFA member and the American Association of Community Colleges.

VFA MEMBERSHIP

Any predominantly associate degree-granting college accredited by one of the six regional accrediting agencies is eligible to participate in the VFA. Additionally, a representative body of one of these institutions – e.g. association, commission, system office, district office, state department of education – can participate in the VFA.

MEMBERSHIP TYPES

- a. **College Member:** a single, regionally accredited, predominantly associate degree-granting institution that will utilize the VFA data tools to submit data and take part in the VFA data collection cycles.
- b. **Centralized Reporting Member (e.g. system, District, Department):** administrative or centralizing body for more than one college that will act as the official reporting entity and has the authority to do the VFA data collection for its colleges. The Centralized Reporting Member will utilize the VFA data tools to submit data and take part in the VFA data collection cycles for each of its regionally accredited, predominantly associate degree-granting institutions. Each college in the system/district for which the Centralized Reporting Member provides data is required to be a College Member (membership dues can be processed by the system/district or by individual college).
- c. **Consortia Member:** organizations that serve or represent community colleges – such as an association, commission, or national initiative —participate in the VFA by working with a group of colleges with whom the entity has an established relationship and a Memorandum of Agreement (MOA). The MOA – in accordance with the VFA's Participation Agreement – will dictate the consortium's practices such as access to the VFA's data, data use, data collection processes, and membership set-up.

I agree to the terms of the VFA Participant Agreement and am authorized to purchase a VFA membership.

CONFIRM

CANCEL

College Members move forward to Steps 2, 3, and 4. Step 2 is accepting the *VFA Participation Agreement*.

A copy of the full Participation agreement can be found here: <http://vfa.aacc.nche.edu/Documents/VFAParticipationAgreement.pdf>

Centralized, Consortia and **Supporting** members will be use a different process to collect college's information. VFA staff will follow-up with Centralized Reporting, Consortia and Supporting members to correctly set-up their accounts.

Step 3 – Name Your VFA Key Contact

Are you the VFA Key Contact for your institution?

YES, I am the VFA Key Contact

NO, I am not the VFA Key Contact

Please provide additional information about the individual who will serve as the VFA Key Contact below.

* denotes a required field

VFA Key Contact Information

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Job Title:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Phone Number:	<input type="text"/>	
Institution Name:	<input type="text"/>	*
Institution State:	<input type="text"/>	*

PURCHASE THE VFA

Who should be the Key Contact?

The VFA Key Contact is responsible for upholding the participation agreement, maintaining the VFA account (membership, payment, data submission process) and is the main point of contact for your college. In addition, the Key Contact is the only role that is able to assign roles to other users at your college. For complete list of VFA roles and Key Contact duties, please read the [Key Contacts Responsibilities](#) section of the VFA User Guide.

Step 4 – Purchase your VFA Membership

Step 1 – Identify membership type.

Step 2 – Read and accept participation agreement.

Step 3 – Name VFA Key Contact.

Step 4 – Purchase your VFA membership.

Select Your Membership Plan

Plan 1: VFA One-Year Membership (2015): college will collect and report data for only the upcoming data collection cycle.

Plan 2: VFA Two-Year Membership (2015, 2016): college will collect and report data for the next two data collection cycles.

Plan 3: VFA Three-Year Membership (2015, 2016, 2017): college will collect and report data for the next three data collection cycles.

The benefits of purchasing a Two or Three-Year Membership include:

- 10% discount off your annual VFA dues for two or three years
- Locked-in pricing and payment terms
- Continuity in membership and data processing without having to renew

VFA Membership Discounts (multiple discounts may be applied to each order)

VFA Early Bird Discount

- Sign up before November 3, 2014 and receive a 10% discount on your VFA membership plan. The early bird discount will be automatically applied at checkout.

Multi-Year Membership Discount

- Receive 10% discount off your annual VFA dues if you sign-up for two or three years.
- Annual payment option is available for multi-year memberships; continue the online membership process and then contact VFA@aacc.nche.edu for an updated invoice.

Multi-College Discount

- Centralized Reporting Members receive a 10% discount on each of its college's membership dues. Contact VFA@aacc.nche.edu for more information and to process the order.

FAQs

1. How much are the VFA membership dues for my college?

- A. VFA annual dues are based on the adjusted enrollment of your college. The VFA annual dues schedule is listed on the [Membership](#) page of the VFA web site. In addition, once you “Check Out” a VFA membership plan through the online system, the price of the plan will be shown. If you do not wish to purchase the plan you checked out, click the back button and remove the plan from you cart. If you have any questions, please contact VFA@aacc.nche.edu.

2. How do I pay for VFA membership dues? Can I pay by check?

- A. A college can pay VFA membership dues by credit card online or by check through the mail.
 - a. Click the Membership Plan you choose.
 - b. Add the product to your cart and click “Check Out.”

(If you are not already logged in, you will be prompted to do so using your AACC credentials).

 - **To pay by credit card**, enter your credit card information and press “Process My Order”. A receipt will be automatically e-mailed to the purchaser.
 - **To pay by check**, check “Bill Me Later” (located between the Total and the Promotional Code box) and press “Process My Order”. An invoice will be e-mailed to the purchaser and can be printed from the confirmation page.
 - c. Upon purchase, the purchaser will receive a Subscription Confirmation e-mail and your membership will be activated, regardless of payment status.

3. Are payment plans available?

- A. Dues are invoiced by the online commerce system as a total lump sum for a Two or Three-year membership. However, for budgeting purposes, if your college needs to pay dues annually for each year of its membership, please do not hesitate to contact AACC at VFA@aacc.nche.edu. College should choose a membership plan and complete the purchase online. AACC can set-up this annual payment process and send an updated invoice that reflects the annual payment option.

4. When should I send payment for my VFA membership dues?

1. Dues for membership in the VFA are to be received within 30 days of confirmation that your VFA membership has been processed by AACC. For colleges that are making annual payments, the second and/or third payment is due within 30 days of receipt of your annual invoice, which is sent the day that VFA sign-ups open for that year (~October 1). Please see the [VFA Participation Agreement](#) for complete membership terms.