



MEMBERSHIP GUIDELINES

Membership in PayrollEdge Learning Academy (PayEdge Academy) provides access to exclusive resources, events, and discounts. These guidelines explain how memberships are managed and what members can expect.

I. MEMBERSHIP ELIGIBILITY

- ❖ Membership is open to any individual working in, studying, or interested in payroll and related fields.
- ❖ No professional certification is required to join.

II. MEMBERSHIP TERM

- ❖ Membership is for one year from the date of enrollment (rolling calendar).
- ❖ Memberships are billed annually — PayEdge Academy does not offer monthly memberships.
- ❖ Members will receive renewal reminders at least 30 days before their expiration date.

III. MEMBERSHIP BENEFITS

- ❖ Discounted registration for webinars, training sessions, and special events.
- ❖ Access to members-only digital resources and recorded classes (when available).
- ❖ Early registration opportunities for events.
- ❖ Inclusion in the PayEdge Academy member directory (optional).
- ❖ Eligibility for member pricing on all products.

IV. MEMBER CONDUCT

- ❖ Members must always follow PayEdge Academy's Code of Conduct and Protection Policy.
- ❖ Misuse of member benefits, including sharing login information or member-only content, may result in termination without refund.



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V. MEMBERSHIP CHANGES & TRANSFERS

- ❖ Memberships are non-transferable between individuals.
- ❖ Members may log in and update any personal or contact information at any time.
- ❖ Should you need assistance updating any contact information, please email support@payedgeacademy.com.

VI. MAILING LIST BENEFITS

- ❖ Join our mailing list to receive updates on classes, events, and products
- ❖ All mailing list members will also receive *The Edge Newsletter* and other communications sent out from PayEdge Academy

VII. REFUNDS & CANCELLATIONS

- ❖ Membership fees are non-refundable.
- ❖ If a member is removed due to a violation of PayEdge Academy policies, no refund will be issued.

VIII. COMMUNICATION PREFERENCES

- ❖ By joining, members agree to receive important PELA communications, including event announcements, policy updates, and *The Edge Newsletter*
- ❖ Members and Mailing List Members may opt out of marketing emails at anytime by clicking unsubscribe at the bottom of the emails