



Terms and conditions

Membership

January 2022

cipp

the **chartered institute**
of **payroll professionals**

leading the profession

Terms and conditions for membership

1. Definitions and Interpretation

The following definitions and interpretation shall apply to all dealings between the Buyer and the Company.

‘The Company’, ‘Us’, ‘Our’ and ‘We’ shall mean the CIPP, the Chartered Institute of Payroll Professionals and its subsidiaries.

“The Buyer” shall mean the person, to whom the CIPP agrees to supply to.

“Products/Services” means the products and/or services we agreed to provide you with under the Contract.

“Contract Document” means the enrolment form, booking form, registration form, and schedules applicable to it and our terms of business.

“Laws of the Institute” means the Charter, the Bye-laws, the Regulations and all codes and other forms of regulatory provision made by the Institute.

2. Conditions Applying

2.1. These terms and conditions supersede any terms and conditions proposed by The Buyer and may not be varied except with the written consent of The Company in accordance with 2.3 below.

2.2. Prior to applying for membership you must refer to our [Website terms and conditions](#) and the [Privacy and Data Protection Policy](#).

2.3. Any variation to these terms and conditions must be agreed in writing and signed or countersigned by a Director of The Company.

3. Membership

3.1. All grades

3.1.1. Membership is personal to the individual, regardless of the feepayer, and is non-transferrable.

3.1.1.1. Where an organisation has a bulk membership renewal, i.e, all their employees renew on the same invoice, if an individual leaves the organisation their replacement will be entitled to free of charge affiliate membership for the remaining time on the renewal.

3.1.2. All members must agree to, and abide by, the [CIPP Code of Conduct](#) and the [Laws of the Institute](#)

3.1.3. Membership subscriptions run for twelve months, commencing on the 1st of the month. For applications (excluding associate students as per point 3.3.1) on or before 14th of the month, the plan will be dated on the 1st of that month, for applications received on or after 15th of the month, the plan will be dated on the 1st of the following month.

3.2. Associate, full, fellow and Chartered

3.2.1. Applicants for membership must meet the minimum criteria required for the grade applied for. If the necessary criteria are not met, membership may be offered at a lower grade.

3.2.2. Associate, full and fellow members agree to complete at least one continuing professional development (CPD) activity per subscription year. Chartered members agreed to complete 40 CPD points per subscription year.

3.2.3. Membership will renew automatically at the same grade and a subscription notice will be issued during the 11th month of membership.

3.3. Associate student

3.3.1. Associate students' membership will commence on the 1st of the month that their qualification is due to commence.

3.3.2. Membership is mandatory for students studying a CIPP Foundation Degree. The Company reserves the right to withhold results and you may be removed from the course if full payment is not received.

3.3.3. Membership will not automatically renew for year one and two students. Year three students, upon successful completion of their studies, will renew, subject to confirmed results, at the going rate for full membership.

3.3.4. Logging CPD is optional for associate students.

3.3.5. Associate students are not liable for the registration fee of £35 normally applicable for new members.

4. Fees, Invoicing and Payment

4.1. Fees

4.1.1. The fee(s) charged will be as shown on The Company's website at the time of the purchase of the Products/Services. The only exceptions shall be any variation pursuant to 2.3 above. All fees quoted are exempt from VAT.

4.1.2. Fees are subject to annual review and may increase as prescribed by The Company.

4.1.3. The Buyer will pay fees in full.

4.1.4. All fees are not refundable, see point 5.2

4.2. Additional fee information

- £35 – for new applicants and members returning after a period of twelve months or more
- £95 – qualified applicants for Chartered membership
- £195 – experienced applicants for Chartered membership

4.2.1. Upgrade fees for paid members

- £70 – affiliate to associate
- £35 – associate to full

4.3. Invoicing and Payment

4.3.1. The following payment terms form part of your original contract and must be adhered to. Payment can be made electronically by credit/debit card at the time of booking. Alternatively, an invoice can be requested.

4.3.2. The total invoice is due for payment within 30 days of the date of issue. Methods of payment are detailed on our invoices.

4.3.3. Non-payment of invoices - if any payment is outstanding, The Company shall be entitled to deny any member registered by The Buyer access to benefits and services until such time as payment is made.

4.3.4. If the buyer has any queries on receipt of the invoice, The Buyer will write to The Company specifying their concern within 14 days of the date of the invoice. If The Buyer does not raise such a query, payment of the invoice shall be due in accordance with clause 3.2 above.

5. Cancellations

- 5.1. The Company reserves the right to cancel an individual's membership if they do not abide by the Institute's Laws. No refund of fees will be issued unless within 14 days of the membership application
- 5.2. A member may cancel their membership in writing to the membership team. If the cancellation is with 14 days of application, as per the [Consumer Rights Act 2015](#), a refund for membership fees will be given. After this time no refund of fees will be issued.

6. Data protection

- 6.1. All data collected as part of this contract for services is in accordance with the data protection regulations applicable to the UK as outlined within the CIPP's [privacy notice](#).
- 6.2. If you wish to exercise your rights of access to your personal data processed by the CIPP then please contact us, in writing, at the address below: CIPP, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, West Midlands, B90 4ZL

7. Copyright

- 7.1. We retain ownership and sole rights to the copyright of any material provided to the member. Once supplied, materials, with the exception of the copyright, become the personal property of the member and no part of the materials may be used or reproduced in any form by any person or organisation unless as authorised by a Director of 'The Company'.
- 7.2. Members are prohibited from use of the CIPP brand or logo, unless authorised by a Director of The Company.
- 7.3. Audio or video recording at any event is not allowed except where we have given prior written permission.

8. Law of England

For all legal relationships between the Company and the Buyer, the law of England and Wales shall apply.

9. Severability

If a provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.

Membership team

CIPP, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, B90 4ZL