

Terms and conditions



Advertising

Updated July 2018

cipp

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

leading the profession

Terms and conditions of advertising with the CIPP

This document (together with the documents expressly referred to in it) provides information about us and the legal terms and conditions (terms of business) which govern advertising bookings with the CIPP.

These terms of business will apply to any contract between us for the sale of Products to you (Contract). Please read these Terms of business carefully and make sure that you understand them, before booking any events with the CIPP. Please note that by booking your place on CIPP events, you are agreeing to be bound by these terms of business and the other documents expressly referred to in it.

If you refuse to accept our terms of business then you will not be able to book events with the CIPP.

You may wish to print a copy of these Terms of business (or save them to your computer) for future reference. The latest version of these terms will be available at <http://www.cipp.org.uk/terms>.

These terms of business, and any Contract between us, are only in the English language.

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 IPP Education Ltd, trading as the Chartered Institute of Payroll Professionals (CIPP)

"The Buyer" shall mean the person, firm or company 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

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 booking you must refer to our Website terms and conditions

2.3. For Privacy and Data Protection Policy refer to clauses 5 and 8 of our Website terms and conditions

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

3. Fees, Invoicing and Payment

3.1. Fees

The price(s) charged will be as shown on the booking form attached at the time of the purchase of the Products/Services. The only exceptions shall be any variation pursuant to 2.3 above. All prices quoted are exclusive of VAT which will be added to all sums due under invoice. The Buyer will pay fees in full and, except as stated in these Terms, fees are not refundable.

3.2. Invoicing and Payment

The following payment terms form part of your original contract and must be adhered to

- 3.2.1. Payment can be made electronically by credit/debit card at the time of booking
- 3.2.2. Alternatively an invoice can be requested. Unless the Contract Document states otherwise, the total invoice is due for payment the earlier of the date of the advertising campaign or within 30 days of the date of issue without any right of set-off. Methods of payment are detailed on our invoices

3.3. Non-payment of invoices

- 3.3.1. 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
- 3.3.2. If any payment is outstanding for an advertising campaign, The Company shall be entitled to cancel any additional advertising from The Buyer until such time as payment is made

4. Rescheduling, Transfers and Cancellation

4.1. If you wish to transfer, reschedule or cancel your advertising with The Company, we must receive a request in writing no later than 21 days prior to the advertising sales closing date. Additional fee information:

- Cancellation of advertising more than 21 days prior to advertising close date – 25% of agreed advertising fee
- Cancellation of advertising 21 days or fewer of advertising close date – full amount payable and no refund if already paid

5. Discounts and Promotions

- 5.1. To be eligible for discounts and promotions, you must meet the criteria for each discount or promotion type as set out by CIPP.
- 5.2. Membership discounts are applicable to paying members of the CIPP who hold Associate, Full, Fellow or Chartered membership only. Membership numbers must be quoted at the time of booking.

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

7. Law of England

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

8. 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.

V1 – July 2018