



## Terms and conditions of membership

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### New applications for membership

- 1 Applications should be made online at <https://apmonline.org/membership>. All new applicants will be required to pay the appropriate annual fee; this is to be settled online at the point of registration. All fees are payable to the Association in Pounds Sterling (£) unless otherwise agreed.

The APM subscription year runs from 1 December to 30 November.

If you are applying for membership after 31 August in any year you will be required to pay the full amount for the following year's annual subscription; membership for the first 3 months from 1 September to 30 November will be free. You will be invited to renew your membership subscription on an annual basis.

The APM requires that members pay their renewal subscriptions by Direct Debit (DD). This keeps our overhead costs as low as possible. All renewal fees will be collected on or around 1<sup>st</sup> December each year. New applicants must complete a Direct Debit Bank Mandate and return it to the APM. Once this has been received the membership will be activated. A Direct Debit Mandate form can be obtained online at <http://apmonline.org/wp-content/uploads/2015/06/DD-Mandate.pdf>.

It is important that members provide the APM with an up to date email address as all membership communication is carried out electronically using email; the only exception is the issue of a welcome pack for new members, and the delivery of the APM Post which is provided by post quarterly.



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### 2 What to expect when you join

You will receive a confirmation email, a welcome letter and a receipt when you join. We will send you information about how to access the members' area of the APM website including the latest issue of the members' newsletter, APM Post, and details of any forthcoming events and study days.

### 3 HMRC - Tax

Contacting your local tax office may save you money on your subscriptions as HMRC allows these to be deductible against income tax. Go to <https://www.gov.uk/expenses-benefits-subscriptions/overview> for more information.

## New and existing members

- 4 Any bank account changes must be notified to the APM in writing by 5<sup>th</sup> October prior to the next renewal collection date which will take place on or around 1<sup>st</sup> December each year. If a Direct Debit collection fails and a member has not notified the APM, it will be assumed that the membership is to be cancelled with immediate effect. If this has been an oversight and the membership is to be continued there will be a £15 administration charge to re-process the Direct Debit.
- 5 Please note: Any members who do not pay their renewal subscription by Direct Debit will incur an additional Administration Charge of £15. This is to cover the APM's administration costs and associated bank charges.
- 6 Once the membership fee has been collected it will be **non-refundable**.  
Exception: The only exception is if the money has been collected by the APM in error: For example, the APM was notified in writing by 5<sup>th</sup> October that the direct debit had been cancelled or changed, or the member did not wish to renew. All written notifications should be sent by email to [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk).

If the Direct Debit payment has been collected and the member did not notify the APM in writing that their status had changed, or that they wish to amend their membership type, the member may pay the difference by electronic bank transfer. The Direct Debit amount will be amended for future renewal collections. Any overpayments due to a status change that was not notified to the APM in writing by 5<sup>th</sup> October will be **non-refundable**.



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All written notifications should be sent by email to [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk).

- 7 The following arrangements will apply for membership requests relating to Maternity Leave, Paternity Leave, Career Break, Adoption, Long Term Sickness, Retirement. This will only apply to existing Full Members or Full with Reduced Subscription Members. It cannot be applied to existing Associate or Junior Membership types.

All requests must be made in writing by 5<sup>th</sup> October to [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk).

There will be a £15 administration charge to process any amendments.

- a) Maternity Leave: A reduced subscription for maternity leave will be offered for one year only at the equivalent Associate Member rate. Members will still retain their original membership status and benefits during this period.  
If maternity leave starts part-way through a membership year and the member has already paid by Direct Debit (or any other payment method), the Associate member rate will be applied to the next renewal for a period of 12 months. This will revert to the original membership type and rate for the following renewal period.
- b) Paternity Leave: A reduced subscription for paternity leave will be offered for one year only at the equivalent Associate Member rate. Members will still retain their original membership status and benefits during this period.  
If paternity leave starts part-way through a membership year and the member has already paid by Direct Debit (or any other payment method), the Associate member rate will be applied to the next renewal for a period of 12 months. This will revert to the original membership type and rate for the following renewal period.
- c) Career Break: A reduced subscription for a Career Break will be offered for one year only at the equivalent Associate Member rate. Members will still retain their original membership status and benefits during this period.  
If a Career Break starts part-way through a membership year and the member has already paid by Direct Debit (or any other payment method), the Associate member rate will be applied to the next renewal for a period of 12 months. This will revert back to the original membership type and rate for the following renewal period.



- d) Adoption Leave: A reduced subscription for adoption leave will be offered for one year only at the equivalent Associate Member rate. Members will still retain their original membership status and benefits during this period.  
If adoption leave starts part-way through a membership year and the member has already paid by Direct Debit (or any other payment method), the Associate member rate will be applied to the next renewal for a period of 12 months. This will revert to the original membership type and rate for the following renewal period.
- e) Long term sickness leave: A reduced subscription for long term sickness will be offered for one year at the equivalent Associate Member rate. Members will still retain their original membership status and benefits during this period.  
If long term sickness leave starts part-way through a membership year and the member has already paid by Direct Debit (or any other payment method), the Associate member rate will be applied to the next renewal for a period of 12 months. This will revert to the original membership type and rate for the following renewal period.  
Alternatively, a member may notify the APM that they do not wish to renew their membership; no further renewal notices will be sent unless advised otherwise.
- f) Retirement: If a member retires part-way through a year and no longer wishes to continue with their membership any fees that have already been collected are **non-refundable**. If a member notifies the APM by 5<sup>th</sup> October that they will be retiring part-way through the next membership year they may request to change their membership type to Associate from 1<sup>st</sup> December. This will not apply if the retirement date commences from 1<sup>st</sup> August onward.

## Cancellations

### 8 New applications

You may cancel your application within 7 working days of receipt of our confirmation and receive a refund. There will be a £15 administration charge to process the refund.

New applicants must make any such request in writing by email to [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk). A refund of the fees paid by you which relate to the cancellation will be sent to you within 30 days of the receipt of your notice of cancellation.



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If you cancel your membership after 7 days, you will not receive a refund.

If you feel there are extenuating reasons and would like us to reconsider, please email [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk).

### 9 All members

The due date for notifying us of your wish to cancel your membership is the 5th October every year (the date at which all amendments are needed to stop renewal notices and the collection of Direct Debit payments).

## Privacy Policy

10 The Association for Palliative Medicine respects your privacy and will never send you unsolicited 'junk' email, or share your data with anyone else who might. If you have any concerns please contact us by email at [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk) and this will be addressed.

11 The Association for Palliative Medicine is committed to protecting your privacy. All of the information that you share with us is confidential. We only collect personal data from members in order to process membership fees, deliver member benefits, enlist survey responses and provide relevant marketing information and updates.

## Updating Personal Information

12 If the personal information we've gathered from you changes or you no longer wish to continue your membership, we will gladly correct, update, or remove any personal data you have previously provided to us.

To request a change or removal of your personal information please send an email to [apm-membership@compleat-online.co.uk](mailto:apm-membership@compleat-online.co.uk).