



ucisa,  
30 St Giles  
Oxford  
OX1 3LE

## Membership Terms and Conditions

These terms outline the rights and obligations of members ("you") and of ucisa ("we", "us").

### Membership

- Your membership will run for a calendar year and it will start on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December each year. Your membership will automatically renew on the 1st January of the following year unless any of the circumstances in the section "continuation or cancellation of your membership" apply.
- ucisa will provide your membership on the basis set out on the membership page on our website (<https://www.ucisa.ac.uk/Memberships/Membership-benefits>). We may amend our membership criteria and benefits from time to time. You should review our website regularly for any updates.
- If we accept your membership form and you pay the membership fee, you will become a member of ucisa, and we will enable you access to the member services.
- By signing the membership form, you confirm that you have read and understood these terms and agree to keep to these terms.
- We have the right not to accept your membership form for any reason.

### Membership fees

- You must pay the membership fee annually in order to:
  - receive the services and benefits which we provide as described on the ucisa website; and
  - use the ucisa logo (which will be provided to you by us and should not be copied from our website).
- We will invoice you for the membership fees on receipt of the signed membership form.
- Unless otherwise agreed, you must pay the membership fees within 14 days of the date of our invoice.

- Your membership will automatically renew each year and we will send you our invoice for the upcoming membership year in December of the current membership year. You must pay the invoice by 14<sup>th</sup> January of the new membership year (unless we agree another payment date with you).
- We may change the membership fee or introduce additional charges at any time before the start of a new membership year. We will notify your lead representative, as stated in your signed membership form, of any changes to the membership fee prior to the start of a new membership year.
- If you need us to quote your PO number on our invoice, you must send it to us with the signed membership form. You must send any PO numbers required for an upcoming membership year at least 30 days before the current membership year ends.
- The membership fees are exclusive of VAT which shall be charged in addition.

### **Continuation or cancellation of Membership**

- We will automatically renew your membership unless:
  - you opt out of renewing your membership in writing by providing at least one month's written notice before the start of the upcoming membership year; or
  - payment of the membership fee is not received.
- We may suspend your membership and access to the benefits if you fail to pay the membership fee by the required payment date. We will suspend your membership until you pay the membership fee.
- We may cancel your membership at any time if:
  - you fail to pay the membership fee by the required payment date.
  - you are involved in any activity which we believe could jeopardise the reputation of ucisa or any of our group companies; or
  - you do not keep to these terms.
- We will not refund any membership fees already paid if you cancel your membership part way through a membership year.

### **Personal Data and Marketing**

- We will process your personal data in accordance with our privacy policy, which is available on our website at: <https://www.ucisa.ac.uk/Privacy-notices>.

- You must not use the membership directory on the ucisa website for the purposes of marketing or sending of unsolicited marketing or unsolicited calls to other members.

## **General**

- Nothing in these terms is intended to, or shall be deemed to, establish any partnership or joint venture between ucisa or any member, constitute either ucisa or a member the agent of the other, or authorise ucisa or a member to make or enter into any commitments for or on behalf of each other.
- Any notice or document to be given under these terms shall be in writing and addressed as set out below and shall be deemed to have been delivered:
  - if delivered personally, by hand on the date it is delivered.
  - if delivered by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second business day after posting; and
  - if delivered by email at the time of transmission or if this falls outside business hours when business hours resume.
- Our address for the purpose of written communications is 30 St Giles, Oxford OX1 3LE, and for electronic communications is: [admin@ucisa.ac.uk](mailto:admin@ucisa.ac.uk).
- Your addresses for written and electronic communications are as stated in your signed membership form.
- These terms and any disputes or claims arising out of or in connection with them or their subject matter or formation are governed by and construed with the law of England.
- The courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with these terms or their subject matter or formation.