

## NOTES FOR APPLICATIONS FOR A REDUCTION IN SUBSCRIPTION

- Membership subscription renewal invoices are dispatched in November, become due on 1 January following and cover that calendar year.
- Amendment of the current year's subscription normally only applies if the change takes place in the first half of the year.  
e.g. A full member retiring between July and December pays the full subscription for the current year and a reduced subscription for the following year(s).
- Refunds can only be raised on receipt of a completed application form.
- It is not usual policy to back-date reductions in subscriptions more than one year.
- When applying for a reduction in your subscription or notifying the Institute of a change in your circumstances, it is important to include the date the change took effect. This enables a prompt assessment of your application and ensures invoices are calculated correctly.

### Membership subscriptions

	2011
Full Member	£285.00
Life Membership (one-off fee)	£285.00
Bye-Law 5 Paying Member	£285.00
Bye-Law 6 Paying Member	£285.00
Career Break Member	£142.50
Part-time Working Member	£142.50
Retired Member	£45.00
Unemployed/Low income	£71.25

*Full details of the Member Regulations that support Bye-Law 29(B) [subscriptions] are available in the Members main area of the CIPFA website, as are the full Charter and Bye-Laws.*

### Payment of Annual Subscriptions

Annual subscriptions can be paid by:

**Cheque** – This must be in sterling and quote your account number and invoice number on the reverse. These numbers appear towards the top right corner of your membership subscription invoice.

**Credit Card** – You can pay on-line via the CIPFA shop, complete the reverse of your membership subscription or the back of the Application for Reduction in Subscription form and return it to the Membership department.

**Direct Debit** – Two methods of payment are available at no additional charge. You can pay annually or over six months. For full details and a mandate visit 'My Membership' within the CIPFA Learning Centre.

If you already pay your subscription by direct debit you need do nothing. A credit note will be sent to you following any reduction for (tax purposes only) and the accompanying letter will advise you of any revised schedule for collection.