

Terms and Conditions for Schools

Privacy Policy

Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members in line with GDPR, DPA and our own Privacy Policy available to view [here](#).

Delivery Policy

Membership Renewal

Upon receipt of payment for membership or membership renewal, immediate access to all membership benefits, including access to your school website profile, will be available. Membership renewal confirmation will be sent to the main account holder's email address. Current school members' fees are payable by 30 September whilst new school members' fees are due within 30 days of the invoice date. Upon payment of membership fees, schools agree to the BSME Code of Conduct.

Professional Learning Courses

The delivery date of a professional learning course will be shown at the time of booking. The booking confirmation will be sent to the Authorising Senior Leader and delegate email addresses. Log in to be eligible for membership rates. Non-Member bookings are only confirmed once payment has been received.

Payment for Professional Learning courses must only be made once a course has been confirmed. If you book onto an unconfirmed course, you will receive an email once the course has been confirmed and payment is required. School members must make payment within 30 days of the course confirmation date. Non-members must make payment before the course date.

If applicable, VAT will be charged.

Refund/Cancellation Policy

Annual Conference

The delivery date of an Annual Conference will be shown at the time of booking. The booking confirmation will be sent to the booking contact and delegate email addresses.

Sponsorship

Sponsorship commitments must be paid within 30 days of issue of the invoice. BSME reserves the right to pass sponsorship opportunities on to other members if these terms are not honoured.

New Members

Schools admitted to membership after the Annual Conference in any given academic year will pay a prorata membership fee to be confirmed upon confirmation of membership.

Refund/Cancellation Policy

Membership Fees

- School Membership fees are non-refundable.

Professional Learning Fees

- Payment must be made before the course date.
- Bookings can be amended up to 5 days before the start of an event.
- Individual delegates can be cancelled from a booking before payment has been made but no later than 28 days before an event.
- Notification of cancellation must be received no later than 28 days before an event or the full amount will be charged.
- Cancelled Professional Learning bookings will be refunded the full amount received by BSME minus any bank charges incurred unless a **confirmed** Professional Learning event is cancelled by BSME, in which case BSME will cover any bank charges incurred.
- The fee is fully payable in the event of a no-show.
- BSME reserves the right to cancel any event as a result of insufficient numbers to run the course or circumstances beyond its control, without incurring liability. BSME will endeavour to give adequate notice to delegates.
- Schools are advised NOT to book travel and accommodation for attending delegates until the Professional Learning course has been confirmed.
- BSME is not responsible for associated costs incurred by the school when booking onto, attending or hosting an event or arising from cancellation/postponement.
- If applicable, VAT will be charged.

Annual Conference Fees

- Upon registration, the confirmation will be sent to the Booking Coordinator. Additional School Members should note that the booking is only confirmed once payment has been made. The remittance must be sent to accounts@bsme.org.uk to confirm payment.
- Booking details can be amended up to 10 days before the start of an Annual Conference; after this, delegate places are non-transferable. Please contact business@bsme.org.uk to amend any booking changes.
- Individual delegates can be cancelled from a booking before payment has been made but no later than 10 days before the start of an Annual Conference. If the booking has been paid, please contact accounts@bsme.org.uk for resolution.
- Notification of cancellation by delegates must be received no later than 10 days before the start of an Annual Conference or the full amount will be charged.
- Cancelled Annual Conference bookings will be refunded by the valid amount received by BSME minus any bank charges incurred; if a confirmed Annual Conference is cancelled by BSME, BSME

will be liable for bank charges incurred. Refunds will be made up to 28 days after the Conference end date. It is your responsibility to provide BSME with your bank details, including Swift Code and IBAN, in order to affect the refund.

- The fee is fully payable in the event of a no-show.
- BSME reserves the right to cancel any Annual Conference as a result of insufficient numbers to run the conference or circumstances beyond its control, without incurring liability, and will endeavour to give adequate notice to delegates.
- BSME is not responsible for associated costs when booking onto or attending an Annual Conference or arising from cancellation/postponement.
- Only registered delegates will be granted access to the Annual Conference. Unregistered school delegates may be allowed access to the Annual Conference at BSME's discretion. In the case of such an event, an invoice for payment will be issued immediately following the Annual Conference.
- Any amendment or cancellation should be emailed to business@bsme.org.uk

Acceptance

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