

Terms and Conditions for Schools 2024-25

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](#). Following the introduction of Data Protection Laws in the UAE, BSME reserves the right to amend these Terms and Conditions once the applications of the new laws for companies registered in free zones are clear.

Delivery Policy

Membership Renewal

Upon receipt of payment for a new membership, or membership renewal, 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. If applicable, VAT or Withholding Tax will be added to the annual membership fee invoice. If membership fees are not paid within 90 days of the invoice date, schools will be invoiced for an additional 10% administration fee. Upon payment of membership fees, schools are understood to have agreed to the BSME Code of Conduct, BSME Accreditation requirements, BSME's Safeguarding Policy and these Terms and Conditions.

Accreditation

Meeting BSME Accreditation requirements is a condition of membership and renewal. BSME member schools are expected to achieve accredited status within two years of joining the organisation and maintain it thereafter. BSME reserves the right to pause or revoke membership where these requirements are not met.

Professional Learning Courses

Registration for Professional learning events is available via the [BSME website](#). Staff from member schools will be offered membership rates and must use their school email to qualify for this reduced fee. Payment of invoices is due within 30 days. Where invoices are not paid

within 90 days, a 10% administration charge will be added to the invoice. Attendance certificates may be requested once payment is received.

Non-member bookings are only confirmed once payment has been received.

If applicable, VAT or Withholding Tax will be added to the invoice.

New Members

New member schools pay a one-off application fee, based on enrolment numbers, ranging from AED 2,000 to AED 4,000, depending upon school size. This application fee will become payable once the application has been reviewed and before the school visit is due to take place. Full membership fees will then be invoiced once the school has been approved for membership. Should a school not be approved for membership, no refund will be given on the application fee. Schools who leave membership for a year or more will also be required to pay a one-off application fee as above to rejoin membership. Schools admitted to membership after the Annual Conference, that is, in Term 3 of each year, will pay 30% of the total membership fee for their respective band for the part year. If applicable, VAT or Withholding Tax will be added to the invoice.

Annual Conference

The delivery date and fees for 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. Annual Conference fees are not included in membership fees.

Refund/Cancellation Policy

Membership Fees

- School Membership fees are non-refundable.

Professional Learning Fees

- Payment should be made within 30 days of the invoice date and must be paid in full prior to the Conference/Course. Non-payment will result in non-entry. Booking details can be amended up to 5 working days before the start of an event.
- Individual delegates can be cancelled from a booking free of charge no later than 10 days prior to an event. Cancellation within 10 days of the event, regardless of whether payment has been made or not, will result in the full amount being owed.
- Professional Learning bookings that are cancelled within the agreed time frame will be refunded or held as credit for future expenses incurred by the school. Refunds will be repaid in full, less any bank charges incurred. If a **confirmed** Professional Learning event is cancelled by BSME, full refunds, including bank charges, will be paid unless the cancellation is due to force majeure.
- The **Provider** and **Client** are not liable for failure to fulfil obligations if such failure is as a result of Acts of God (including but not limited to fire, flood, earthquake, storm,

hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction or decree, blockage, embargo, labour dispute, strike, lockout, epidemic or pandemic, or interruption or failure of electricity or telephone service.

- 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 their registration 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 or Withholding Tax will be charged.

Annual Conference Fees

- Conference fees are dependent on the Conference venue and will be announced when bookings are open.
- Confirmation of registration will be sent to the Booking Coordinator. School Members should note that booking is only confirmed once payment has been made. The remittance receipt 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 make 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.
- Annual Conference bookings that are cancelled within the agreed timeframe will be refunded or held as credit for future expenses incurred by the school. Refunds will be repaid in full, less any bank charges incurred. If a confirmed Annual Conference is cancelled by BSME, full refunds, including bank charges, will be made, unless the cancellation is due to force majeure. 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 due to 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 pre-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

Invoice payment

- All BSME invoices are levied in Emirati Dirhams.
- Payment can be made by bank transfer, or via a credit card payment link where requested.
- Please quote your school/company name and invoice number on payment of the invoice.
- Please ensure that all bank transfer charges are paid by the sender when making payment. Underpayments will be added to subsequent invoices or invoiced separately.
- The remittance form should be sent to accounts@bsme.org.uk on payment of the invoice.
- BSME does not accept cheques as payment. If cheques are issued, it is the responsibility of the school to deposit them into the BSME bank account.
- Where invoices are not paid within 90 days, a 10% administration charge will be added to the invoice.

Acceptance

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 line with our [GDPR policy](#), BSME reserves the right to share relevant information with Members.

This renewal form must be completed and submitted by the Principal/Headteacher.