

Application for a Reduced Subscription

As members move through their working life circumstances change. Qualified members may be eligible for a reduced subscription if they work part-time, take a career break, are off work due to ill health for an extended period or take maternity leave.

Membership Number

Title

Forename(s)

Surname

Address

Post Code/Zip Code

Home Telephone Number

Mobile Telephone Number

Registered Email Address

I have read the reductions in subscriptions that are detailed on page 2 and would like to be considered for:

Reduced Hours	<input type="checkbox"/>	Weekly Hours	<input type="text"/>	Start Date	<input type="text"/>
Career Break	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Maternity Leave	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Special Consideration	<input type="checkbox"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>

I confirm that the information I have given on this application is true and accurate.

I acknowledge that CIPFA may ask me to provide additional information as it requires in determining my application and I will provide this information willingly and promptly.

I confirm that should my circumstances change I will notify CIPFA.

I will continue to abide by CIPFA's bye-laws, regulations and guidance and notify CIPFA if my address or any contact details change.

Signature _____ Date _____

Reduced Hours

You can apply for a reduction of 50% of the full member subscription if you work on average less than eighteen hours per week.

Career Break

You can apply for Career Break rate of membership, which is 50% of the full member subscription, if you are:

- taking a break in your career and not working in any capacity;
- raising a family;
- prolonged period of ill health;
- full-time caring for disabled children, partner or parents
- returned to full time education; or
- Retired from paid employment or business activity but do not meet CIPFA's criteria for retired membership

Not working in an accountancy or finance role does not constitute a career break.

Maternity Leave

As periods of maternity leave vary from member to member CIPFA will consider each request for a reduction in subscription on an individual basis, but subscriptions will not be pro-rated.

When applying for a reduction please give the dates you are likely to commence and end your maternity leave. CIPFA realises that these can change and are sometimes unknown, but an estimate is required in order to give proper consideration to your request.

Special Considerations

Reductions other than those outlined above may be considered in matters of extreme hardship or unemployment*. If you regard this to be the case then please provide on a separate sheet your reasons why you feel your subscription should be reduced. Each request is considered on an individual basis.

*Members who have been unemployed for at least six months and are actively seeking employment will be considered for a reduced subscription.

Notes

- A Member's employment status is determined on 1 January each year.
- A Member who wishes to apply for a reduced subscription must do so by 30 June. Reductions in respect of previous years will not be considered.
- At the time of assessing your application for a reduced subscription consideration will be also be given to the impact of this on your CPD requirements.

Full details of the regulations concerning member's subscriptions can be located in the Membership Handbook www.cipfa.org/membership/membership-handbook.

Your completed application should be returned to: Membership, CIPFA, The Quadrant, Sealand Road Chester, Cheshire, CH1 4QR

Alternatively you can email a scanned copy to members@cipfa.org.

If you have any questions or require advice on completing the application or any aspect of membership please contact us on +44 (0)20 7543 5600 or email members@cipfa.org.

Data Protection

The protection of personal privacy is an important concern to CIPFA and any personal data will be treated in accordance with current data protection legislation. The information collected on this form will be held on our database and used by CIPFA to administer and manage your membership; including entry in the Directory of Members. CIPFA will not sell or pass on your details to third parties without your consent.

Providing CIPFA with your information indicates that you agree to us processing your personal information for relevant targeted communications to you promoting our services. You may change your communication preferences via MyCIPFA at any time. To view our Privacy Policy and Terms and Conditions go to www.cipfa.org/privacy and www.cipfa.org/termsandconditions.

For CIPFA's full data protection statement please go to www.cipfa.org/privacy