

# 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. 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 agree to the BSME Code of Conduct, BSME Accreditation, BSME's Safeguarding Policy and these Terms and Conditions.

### Professional Learning Events

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. Invoices will be issued once the event is confirmed. 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 are issued 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.

## Refund/Cancellation Policy

### 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

New member schools pay a one-off administration fee of AED750. Schools who leave membership for one academic year will also be required to pay a one-off administration fee of AED750 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. If applicable, VAT or Withholding Tax will be added to the invoice.

## Membership Fees

- School Membership fees are non-refundable.

## Professional Learning Fees

- Payment must be made within 30 days of the invoice date. If invoices are not paid within 90 days of the invoice date, schools will be invoiced for an additional 10% administration fee.
- 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 14 days before an event.
- Notification of cancellation must be received no later than 14 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 or Withholding Tax 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](mailto: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](mailto: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](mailto: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](mailto:business@bsme.org.uk)

## Invoice payment

- All BSME invoices are levied in Emirati Dirhams.
- Payment can be made by bank transfer only.
- 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](mailto: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.

## Acceptance

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