



IATEFL

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Terms and Conditions of IATEFL Membership

Please find our terms and conditions below with regard to your membership of IATEFL. If you have any questions please contact IATEFL Head Office and we'll be happy to help.

Joining IATEFL

1. There are several different kinds of membership for you to choose from. Please compare them in order to choose the most appropriate membership type for you.
2. Once you've completed the membership application and full payment has been made online, your membership will activate automatically. We aim to process any pending membership payments (*e.g. bank transfers, cheques*) within 2 working days of receipt (*excluding bank holidays and during the annual conference when Head Office is closed*). New institutional memberships will automatically be added to those listed on the IATEFL website from the date the membership starts.
3. Once your membership has been activated you'll receive an email detailing your membership information and how to access the membership benefits. You'll also be sent a membership card by post if applicable, and if you have requested one. Your membership is for a 12 month period from the date you join.
4. For Student membership applications you are required to provide proof that you are a full time student, to verify you qualify for this membership type. This membership type will be activated once this has been reviewed and accepted.
5. Early Career Teacher (ECT) membership is only for teachers who are in the first five years of their ELT career and have never been an IATEFL member before. You are required to provide a summary of your CV (*no more than one A4 page document*) which will verify you qualify for this membership type. This membership type will be activated once this has been reviewed and accepted.
6. You are not permitted to use your membership of IATEFL to suggest any form of accreditation, or indicator of quality or status for you or your organisation. Members are also not permitted to use the IATEFL logo in a personal, professional or institutional capacity.
7. If you are processing a membership on behalf of another person, it is your responsibility to ensure that the person is aware you are doing this on their behalf, and is also aware of these terms and conditions of membership, and understands and accepts them.

IATEFL code of conduct and policies

8. In order to maintain a positive and inclusive association, members of IATEFL must abide by the association's code of conduct and other policies and statements. These consist of our Publishing Policy, Social Media Policy, Privacy Policy, as well as our Mission, Goals and Practices, Memorandum and Articles of Association. All of this information can be found under 'Key Documents' on the IATEFL website.
9. In the event of a breach of the code of conduct, or an association policy, the association's Complaints Procedure will be followed.
10. A serious breach of the terms and conditions of IATEFL membership, as defined by IATEFL, may result in immediate cancellation of your membership without refund of membership fees.

Special Interest Groups (SIGs)

11. Individual memberships including Full, Student, Retired and Early Career Teacher (ECT) include one Special Interest Group (SIG). You can add additional SIGs for an extra cost on your membership application, or at any time during your membership, by logging into 'My Dashboard' on the IATEFL website and selecting 'Manage my SIG subscriptions'. Additional SIG subscriptions will expire at the end of the annual membership.
12. Institutional and Associate membership does not include a SIG but they can be added, for an additional cost, in the same way.
13. You can change your choice of SIG(s) when you renew your membership. You cannot, however, make such changes during your membership year.
14. Basic information about members of a SIG will be passed to the SIG Coordinator at regular intervals in order for them to have a better understanding of the make up of the SIG. Whilst this may include identifying data, it will not include contact information, financial information or information about bookings made.

15. In the unlikely and rare event that a Special Interest Group is closed down, current members of that SIG will be offered an alternative SIG to join for the remainder of their SIG subscription year. They will not be offered a refund in this instance.

Periodicals

16. IATEFL obtains discounts on 3rd party periodicals. The price stated for these includes a small fee of £3 to cover our processing costs.
17. The periodical orders are sent to the publishers once a month (*usually at the end of the month*) for them to process and send to you, so you will not have access straight away.
18. If you do not receive any expected IATEFL publications or 3rd party periodicals please contact us immediately. Claims made more than six months after the item was published will be considered at IATEFL's, or the publisher's discretion.

Registering for events

19. Some of the benefits of joining IATEFL include discounts on events and the annual conference, as well as the ability to apply to speak at the annual conference, and apply for member only scholarships. Additional terms and conditions specific to these activities may be applicable, but will be highlighted at the point of engaging with those services.

Your personal information, contacting you and your preferences

20. As explained in our Privacy Policy, we collect, store and share your personal information carefully in order to fulfil the services we offer to you, our members.
21. We ask members to treat other members' personal information with the same care.
22. If you subscribe to a periodical some of your personal information will be shared with the publisher in order to fulfil your order. Your information will not be used by the publisher for any other purpose.
23. As part of your IATEFL membership we will contact you regarding key information such as elections, calls for volunteers and publications from IATEFL and from SIGs you are a member of, the AGM and your renewal. We are required to contact members about these specific things in order to service your membership. By taking out a membership you will be contacted in respect of these areas and cannot opt out of these communications.
24. You can choose to receive additional news and updates from IATEFL, and SIGs you are a member of, when you take out or renew your membership. You can update your preferences at any time, via 'My Dashboard', to reflect what communications (excluding key communications identified in point 23) you would like to receive from us and any 3rd parties.

Liability

25. IATEFL liability to its members will not extend to any membership related benefits, goods or services provided by an external provider. IATEFL specifically excludes liability for any loss or damage suffered by a member as a result of their involvement in whatever matter with an external provider.
26. Reasonable effort is made to ensure the accuracy of information provided on our websites, in publications and in mailings. However neither IATEFL, nor the authors, can accept liability for errors and omissions.
27. IATEFL websites may contain links to other websites. In doing so we accept no responsibility or liability for information or content provided on such websites.
28. Even if data encryption is used, the security of information transmitted via the internet cannot be guaranteed. Any losses incurred or sustained by users who transmit information by electronic means shall be borne solely and exclusively by the user and in no event shall any such losses in whole or in part be borne by IATEFL.

Changing or cancelling your membership

29. You can change your membership type when you renew each year to select the most appropriate membership type to you, and to which you qualify. You cannot, however, change your membership type during your current membership year.
30. First time members have a right to cancel their membership for a short time after joining, known as a 'cooling off period'. This is valid for 14 days from the date you join. You'll only be allowed to cancel if you haven't accessed or made use of any of the services and offers which are available to IATEFL members. A formal request must be received by IATEFL Head Office by email or post, directly from the person named on the membership, and you should also return your membership card.
31. A member of IATEFL can cancel their membership at any time by contacting IATEFL Head Office. Outside of the initial cooling off period, refund of membership fees is not possible. All member benefits and rights cease with effect from the date on which their resignation is received by IATEFL Head Office.

Governing law and jurisdiction

32. These terms and conditions are governed by English law. You hereby irrevocably submit to the exclusive jurisdiction of the English courts notwithstanding the jurisdiction where you are based.