



## **ALARM RETIRED/UNEMPLOYED MEMBER TERMS AND CONDITIONS**

### **Membership eligibility**

Retired membership is available to individuals who have previously been an ALARM member for at least five years and who has retired and is not currently seeking employment. Acceptance of retired membership is at the discretion of ALARM.

Unemployed membership is available to individuals who have previously been an ALARM member for at least five years and who have been made redundant and is seeking re-employment in the public sector. Acceptance of unemployed membership is at the discretion of ALARM.

### **Membership period**

The membership year runs 12 months from the date of joining.

### **Payment of subscriptions**

ALARM's payment terms are 21 days from the date of the invoice. Membership fees are non-refundable.

### **Membership renewal**

Membership subscriptions are renewed automatically on 1 January or 12 months from the date of joining, unless notification of cancellation is received in writing with four weeks' notice of the renewal date. Failure to notify ALARM of the intention to cease membership within the aforementioned time frame will result in pro-rata membership cancellation charges.

### **Pro-rata membership cancellation charges**

It is the responsibility of the member to cancel membership in writing four weeks' prior to the renewal date. If written notice is not received, monthly pro-rata charges will be accrued, with a minimum cancellation fee of £50 +VAT, whichever is greater.

### **Amendments to member contact details**

Named members can be replaced without charge once every 12 months as a result of redundancy, maternity leave, leave of absence and organisational restructuring. Replacements are not permitted for the purpose of substitution at the ALARM

Conference. Subsequent changes of named members will result in an administration charge £50 +VAT and is at the discretion of ALARM.

### **ALARM event cancellation policy**

ALARM incurs substantial charges in relation to such events including, amongst others, venue charges, lunch and refreshment charges, administrative and management costs etc. If a member is unable to attend an event (aside from the Conference, see Conference cancellation policy below) they should provide the ALARM Office with written notice that they are unable to attend not less than seven days before the event.

Where there is a charge for attendance, payment must be made in advance and no refund will be issued for non-attendance or cancellation. By requesting a place at an event you agree to the terms and conditions set out above.

### **Conference**

Attendance at Conference as a delegate or dinner guest is discounted for retired/unemployed members. Accommodation is not included. Pre-booking is essential and a confirmation of your booking will be sent in return and must be received to secure a place. ALARM takes no responsibility for sessions that are fully booked, bookings are administered on a first come first served basis and early booking is advised to avoid disappointment.

### **Conference cancellation policy**

Cancellations must be received in writing ten days before the event, and a receipt of confirmation must be obtained. Delegate fees are non-refundable.