



IATEFL

No 2 & 3 The Foundry, Seager Road,
Faversham, ME 13 7FD, United Kingdom

W: www.iatefl.org ▪ E: info@iatefl.org

T: +44 (0)1795 591414 ▪ F: +44 (0)1795 538951

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. Please complete the membership form carefully. If your form is incomplete we'll contact you but this may cause a delay in processing your membership.
3. Once we've received your completed membership form and full payment, we aim to activate your membership within 2 working days (excluding bank holidays and during the annual conference when Head Office is closed). New institutional members will automatically be added to those listed on the IATEFL website from the start date of their membership.
4. Once your membership has been activated you'll receive an email detailing your membership number and how to access the member area of the IATEFL website. You'll also be sent a welcome letter and membership card by post. Your membership is for a 12 month period from the date indicated on your membership confirmation.
5. For Student membership applications please send a copy of your current student ID with your completed membership form to prove you are a full time student.
6. 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.
7. For ECT membership applications please send a summary of your CV (no more than one A4 page) with your completed membership form to show you qualify for ECT membership.
8. 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.
9. 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

10. 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](#).
11. In the event of a breach of the code of conduct, or an association policy, the association's [Complaints Procedure](#) will be followed.
12. A serious breach of the terms and conditions of membership of IATEFL, as defined by IATEFL, may result in immediate cancellation of your membership without refund of membership fees.

Special Interest Groups (SIGs)

13. Individual, student, retired and Early Career Teacher (ECT) memberships include one Special Interest Group (SIG). You can add additional SIGs for an extra cost on your membership form, or at any time during your membership by logging into the Member Area of our website and selecting 'subscribe to more SIGs', or by contacting membership@iatefl.org
14. Institutional and Basic membership does not include a SIG but they can be added, for an additional cost, in the same way.
15. You can change your choice of SIG(s) when you renew your membership. You cannot, however, make such changes during your membership year.

Periodicals

16. IATEFL obtains discounts on 3rd party periodicals. The fee stated on the membership form includes a small fee to cover our processing costs.
17. 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

18. 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 for certain scholarships. Each of these has additional and specific terms and conditions in addition to those outlined here, and will be explained to you when booking.

Your personal information, contacting you and your preferences

19. 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.
20. We ask members to treat other members' personal information with the same care.
21. 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.
22. As part of your IATEFL membership we will contact you regarding key information such as elections, the AGM and your renewal.
23. You can change your preferences at any time to reflect what other communications you would like to receive from us and any 3rd parties. Simply log into the Member Area of the IATEFL website and select 'Edit personal details'.

Liability

24. 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.
25. 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.
26. 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.
27. 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

28. 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 membership year.
29. 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, and you should also return your membership card.
30. 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

31. 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.