

## Member responsibilities (Terms and Conditions)

In applying for CSPA membership, I confirm that I understand and agree to;

- Abide by the requirements of the organisation's Constitution, Code of Conduct, Privacy and Accessibility Policies.
- Ensure that payment arrangements are maintained and current throughout the membership. (Advisory Note - the cancellation of a payment arrangement without replacement effectively ends the membership, whether the subsequent subscription payment has fallen due or not)
- That no refunds will be given where membership is cancelled after a payment has been processed unless due to an error on the part of either the CSPA or the bank.
- Maintain responsibility for ensuring that my contact details are kept up to date by notifying CSPA of any changes promptly. (Advisory Note - members can view and update their contact details through the Members' Area of our website ([www.cspa.co.uk](http://www.cspa.co.uk)), by emailing [enquiries@cspa.co.uk](mailto:enquiries@cspa.co.uk) , or by telephoning us on 020 8688 8418)
- That my new CSPA membership will be deemed to have commenced once the CSPA have verified that the eligibility criteria have been met, and
- A new Direct Debit has been instructed and the details have been verified by GoCardless, or
- Deduction from pension arrangements have been confirmed via the pension administrators. (Advisory Note - this usually takes up to 10 Working Days)