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## Fully Qualified Member Extended Leave Policy - Subscription Relief

Version: 1.0    Timing: Effective from 01 June 2020    External communication from: 01 June 2020

### Policy

Fully Qualified (FQ) CIPS members (MCIPS/FCIPS and Chartered members) may be eligible for a partial relief of their membership subscription fees due to personal circumstances impacting their ability to work.

Fully Qualified Members who are not in active employment (including freelance work, contracting, consulting, self-employment, part or full time etc.) and who are unable to maintain their membership can receive:

- 100% membership subscription relief for a maximum of 12 months.
- If following the 12 month period the member is still not in active employment and meets the policy criteria, they may be able to receive a 50% relief on their membership subscription for up to 24 additional months.

If a FQ member is requesting the Extended Leave subscription fees relief, they must provide evidence<sup>1</sup> that they are unemployed and do not have income from any employment - in one of the following categories:

- are experiencing long-term unemployment (12+ months);
- are a full-time carer for a direct dependent and have not been able to work and not in employment (12+ months);
- are suffering a prolonged illness preventing them from seeking/being in employment (12+ months);

It is essential to submit the appropriate evidence with the application otherwise the application may be rejected. Members may request a second review of a rejected application if they are able to provide new/additional evidence which may change the outcome.

Whilst a FQ member is receiving full or partial relief from their membership fees, they will continue to be listed in the CIPS Professional Register and will be able to access all member benefits including the Supply Management digital magazine. Members will not receive a printed Supply Management magazine whilst they are paying reduced fees. Members will need to continue to abide by the CIPS Code of Conduct and to maintain their continuous professional development (CPD).

Fully Qualified members must return to paying the full membership fee from the month they return to employment, and/or after a maximum of 36 months of receiving the extended leave membership fee relief.

Note: No further waiver or discount from membership fees is to be applied during this period. Once the application has been approved, the relief can only be applied for again at the earliest the following membership year. The relief cannot be backdated, applied half-way through a membership year, or applied as a refund request.

Whilst we will make every effort to keep changes to a minimum, CIPS reserves the right to make amendments to this policy at any time.

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<sup>1</sup> CIPS recognises types of evidence will vary country to country. Please see FAQ 1 for further guidance.

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CIPS is registered under the provisions of the UK Data Protection Act 2018 and keeps any personal data concerning our members in confidence. A full description of the CIPS Code of Practice for Data Protection can be found on the CIPS website [www.cips.org](http://www.cips.org).

### **Voluntary/Honorary unpaid work**

CIPS encourage all members to use their skills in volunteering e.g. make a contribution to the local community, charity, or to help relatives or friends voluntarily. Such activities will not affect the extended leave discount providing the member does not accept any income, fee or other 'significant benefit' (*e.g. gifts +£50 or equivalent*).

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## Frequently Asked Questions (FAQs)

### 1. Am I eligible to apply for relief under this policy?

Fully qualified CIPS members (MCIPS/FCIPS and Chartered members) may be eligible for membership subscription relief through this policy if they are unemployed, do not have any income from employment and are in one or more of the following categories:

- you are experiencing long-term unemployment (12+ months);
- you are a full-time carer for a direct dependent and have not been able to work and not in employment (12+ months);
- you are suffering a prolonged illness preventing them from seeking/being in employment (12+ months)

### 2. How do I apply?

Please [click here](#) to submit your application online. You will need to include documentation to evidence your application and long term unemployment.

Please scan and have your evidence ready to upload with your application.

### 3. What type of evidence can be submitted as proof of long-term employment?

In order to ensure a robust, consistent and fair process, applications must include official documentation to evidence long term unemployment status. CIPS appreciates the type of evidence submitted will vary from country to country. We require you to provide official documentation according to which circumstance or category you fall in to. The supporting documentation must also evidence and cover the relevant timeframe (e.g. 12 months+).

Examples of evidence you may want to provide includes, but is not limited to:

- Evidence of your last employment including the date which you finished.
- Government documentation on your unemployment status e.g. a P45, PAYG summary, etc.
- Full-time carer for a direct dependent and not able to work: Evidence of carer registration and claimed benefits
- Long-term unemployment: Tax form showing the date your employment ended, evidence of job search and/or jobseeker's government allowance/benefit
- Prolonged illness: Medical reports, documentation from medical practitioner and/or registered occupational health worker

### 4. How long does the application process take?

We will endeavour to process your application and provide initial feedback within 5 working days. We will aim to provide you with the final outcome of the application within 20 working days from the point in which we have confirmed your application and supporting documentation is complete and with the relevant evidence.

### 5. How will I be informed of the outcome from the application?

You will be contacted via email to confirm the outcome of your application and the next steps.

### 6. When does the membership relief apply from?

The membership subscription fee relief will be applied to the membership year which begins following your approved application.

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**7. Can I get a partial discount / relief part-way through my membership year?**

The relief applies only to the next full membership year.

**8. Can I get a refund for a previous period of unemployment?**

Refunds are not applicable under this policy and the relief applies to your next full membership year.

**9. How long does the membership relief apply for?**

The relief applies for a period of up to 12 months from the date of approval, and until such time as you are in employment again, or the 12 month period ends.

After the initial 12 month period, you will need to apply again if you are again/still in long-term unemployment and meet the criteria of the policy.

Please note you must apply a minimum of 6 weeks prior to your membership subscription renewal date.

**10. Can I appeal the decision if the application is rejected?**

You can request a second review of your application only if you have new supporting evidence which may change the outcome of the application.

**11. Are there any changes to my member benefits if I am awarded the membership subscription relief?**

You will continue to be able to access your full membership benefits, including being listed in the CIPS Professional Register as an active member. You will retain access to the digital Supply Management magazine, but will not receive the printed copy of the Supply Management magazine whilst you are paying a reduced membership subscription fee. You will be able to attend CIPS events and branch activities; vote in elections and access MyCIPS as normal.

**12. Once awarded, is the membership fees relief automatic for 3 years?**

No. The 100% membership subscription relief applies for a maximum of 12 months.

If following the 12 month period you are still not in active employment and you continue to meet the criteria of the policy, you may be able to receive a 50% relief on their membership subscription for up to 24 additional months.

Please remember you must apply for the fee relief each year at least 6 weeks prior to your renewal date.

**13. I am not employed but I occasionally carry out paid contract or temporary roles. Can I still apply for relief through this policy?**

The membership subscription relief is for fully qualified members who are not in any active employment. This includes freelance work, contracting, consulting, self-employment, part or full time work, etc.

**14. Am I able to volunteer whilst receiving the fees relief?**

Yes, CIPS encourages our membership community to give back to their local community and profession through volunteering. Participating in a voluntary role will not affect the membership subscription relief awards, provided you do not accept any income, fee, or other 'significant benefit' (e.g. gifts +£50 or equivalent).

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### **15. What happens when I return to employment?**

As soon as you return to employment (whether full or part time including freelance work, consulting, contracting, self-employment etc.) you must inform CIPS from the month you start your new position. Your membership subscription fee will be reinstated as normal.

Please note, failure to notify CIPS of a change in employment status will be deemed a breach of the policy and could constitute a breach of the CIPS Code of Conduct. In these cases, an investigation could be instigated and you may be referred to the CIPS disciplinary process.

CIPS is committed to ensuring fairness and equity in membership subscriptions for our global membership community. As part of this commitment, CIPS may undertake audits at any time and will request up-to-date evidence of a member's continued long-term unemployment.

### **16. I have just become unemployed, why can't I apply for this support now?**

The skills and competencies that having the MCIPS/FCIPS and Chartered professional designation brings to our members means that the majority are in active continuous employment, and are able to find alternate roles relatively quickly. It is one of the key benefits of the professional designation of CIPS membership, and provides a significant advantage in the job market. This policy seeks to support those fully qualified members that are facing longer term financial pressures through an inability to work over an extended period.

### **17. Who can I contact if I have questions about my application or the process?**

For questions regarding your application or the application process, please contact the CIPS Customer Services team by email – [customer.services@cips.org](mailto:customer.services@cips.org) or by telephone on +44 (0) 845 880 1188. (BST opening hours 8.30am – 5.30pm, Monday to Friday)