

CIPS Concessionary Rates Policy

Policy

CIPS recognises there may be times when members are out of work or on long-term leave making it difficult to pay for their membership renewal. To ensure CIPS membership is accessible to as many members as possible, existing CIPS members may be eligible for a reduced membership renewal fee in certain circumstances.

Scope

CIPS members may request a concessionary rate at the time of membership renewal for the upcoming membership year – circumstances must be applicable at the time of renewal. To ensure a robust, consistent and fair process, all requests must be supported by appropriate and official documentation used to prove eligibility. The below table details the circumstances in which an existing member may request a concessionary rate, along with the supporting documentation which will be required:

Circumstance	Required documentation may include, but is not limited to:
Parental leave (maternity, paternity, adoption)	• Mat B1 form or international equivalent • Documentation from a medical practitioner and/or registered occupational health worker • Official letter from employer confirming member is on parental leave • Child's birth certification (if applying after the birth and for adoption leave)
Long-term sickness for a minimum duration of 3 months	• Documentation from medical practitioner and/or registered occupational health worker • Medical reports • Official letter from employer confirming member is on long-term sick leave
Full-time carer for a direct dependent	• Evidence of carer registration and claimed benefits
A member becomes unemployed* or is made redundant *a member must be able to evidence they were previously in employment	• Official and/or government documentation confirming an unemployment status: ○ P45 ○ PAYG summary • International equivalent • Official letter from employer confirming redundancy • Tax form evidencing the date employment ended

CIPS appreciates the type of evidence submitted will vary from country to country. All members are required to provide official documentation according to the circumstance, evidencing the relevant timeframe of the circumstance.



Members may be eligible for a 75% reduction on their membership fees for 12 months. If the circumstance remains unchanged at the time of the next renewal, members must apply again for another concessionary rate. This policy applies to the membership renewals of all membership grades. Should a MCIPS or FCIPS membership have expired due to non-renewal/non-payment, the policy may be implemented on a case-by-case basis at the discretion of the CIPS team.

Whilst a member is receiving a reduction, they will continue to have access to all member benefits, and Fully Qualified members (MCIPS, FCIPS, Chartered Status) will remain listed on the CIPS Professional Register. Members must ensure they continue to abide by the CIPS [Code of Conduct](#) and maintain their continuous professional development (CPD). For more details on maintaining Chartered Status whilst out of work or on long-term leave, please visit the CPD Guidance [here](#).

CIPS reserves the right to make amendments to this policy at any time. CIPS is registered under the provisions of the UK Data Protection Act 2018 and keeps any personal data concerning 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.

Apply for a concessionary rate

Please log in to [MyCIPS](#) and go to My request & applications to submit your request online. You will need to upload documentation to evidence your eligibility.

FAQs

- How long does it take to process my request: we endeavour to provide an outcome within 7 working days from the point in we receive your request and all supporting documentation.
- Can I get a partial reduction part-way through my membership year or refund from previous years: the Concessionary Rates policy online applies to the next full membership year. Refunds are not applicable under this policy.