

## Alarm Retired/Unemployed Member terms and conditions

### Membership eligibility

Retired membership is available to an individual who has been a Member of Alarm for at least five years (or in special circumstances, a shorter period as determined by Alarm), who has retired and is not currently active in gaining employment, and is willing and able to contribute to the aims and objectives of the organisation. Acceptance of retired membership is at the discretion of Alarm.

Unemployed membership is available to an individual who has been a Member of Alarm for at least five years (or in special circumstances, a shorter period as determined by Alarm), who has been made redundant from their current position and is actively seeking reemployment in the public sector, and is willing and able to contribute to the aims and objectives of the organisation. Acceptance of unemployed membership is at the discretion of Alarm.

### Membership period

The membership year runs from 1 January to 31 December and fees may be adjusted to take into account the time period remaining, at the discretion of Alarm.

### Payment of subscriptions

Alarm's payment terms are 21 days from the date of the invoice. Full membership and website access will be granted upon receipt of the membership fee. Membership fees are non-refundable.

### Membership renewal

Membership subscriptions are renewed automatically on 1 January 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 membership cancellation charges.

### Pro-rata membership cancellation charges

It is the responsibility of the Member to cancel Alarm membership in writing four weeks' prior to 1 January. If written notice is not received a cancellation fee of £50 +VAT will be charged.

### 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 Alarm 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 clear 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 is discounted for retired Members (not including accommodation). 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.