

## Application Procedure and Subscription Costs

The essential requirement for any organisation seeking membership of English UK is to have achieved accreditation through the Accreditation UK scheme which we run in partnership with the British Council. All enquiries relating to the detail and administration of the Accreditation UK scheme should be addressed to the Accreditation Unit, British Council, Bridgewater House, 58 Whitworth Street, Manchester, M1 6BB or by email to [accreditation.unit@britishcouncil.org](mailto:accreditation.unit@britishcouncil.org)

English UK can offer consultancy support to organisations looking to become accredited, through the English UK Accreditation Consultancy Service conferring the status of 'Candidate'. To find out more about this service visit <http://www.englishuk.com/en/training> .

### English UK Membership

As soon as an organisation has gained accreditation, it may apply to join English UK.

The application procedure involves submission of a completed application form, publicity materials and, in some instances, a financial reference. In addition, applicants must agree to abide by the Association's Rules. These rules make requirements of members over and above those of the Accreditation Scheme in the areas of welfare, content of publicity material and the handling of complaints, and also set out operational rules for the Association's internal affairs. Copies of the Rules, Member Application Form and Benefits Information Sheet may be downloaded from:

<http://www.englishuk.com/en/english-uk/membership/how-to-join> .

Final authority for ratifying membership applications is the responsibility of the English UK Board. The actual date of admission may have significant consequences with regard to, for example, inclusion in the annual English in the UK Guide, the member discount for bookings for StudyWorld London, eligibility for discounted annual Accreditation UK Scheme fees or (where applicable) CLA licence fees.

For new members, the subscription will be calculated pro rata on the basis of complete months in membership for the remainder of the year after the date of admission into membership.

### 2012 Membership Subscriptions

The Association's financial year runs from 1 January to 31 December. Rates of subscription are agreed annually by the membership in the autumn normally either at a General Meeting (normally an EGM) or by postal ballot.

Subscriptions are made up of two components: **a Basic Subscription** (to include any contribution to the Student Emergency Support Fund), and **a graduated Supplementary Subscription** based on the size of the centre's English language provision, calculated in terms of student weeks or equivalent.

Please refer to the information sheet entitled "Student Week Calculation Example" for an explanation as to how a student week figure may be calculated.

#### Basic Subscriptions

The Basic Subscription is the **same flat rate for the majority of individual member centres** (£1,315). However two reduced rates apply to those centres which have declared fewer than 250 or 500 student weeks respectively. Additionally, special reduced rates apply to Group members (see section on Groups).

Number of Student Weeks	Basic Subscription
Less than 250	£ 765
251-500	£ 985
501 +	£ 1,315

## Supplementary Subscriptions

In addition to the basic subscription, members pay a supplementary subscription charge. This payment is assessed by reference to the size of the institution measured in ELT student-weeks\* taught in the previous calendar year for private sector members, or by a proxy measure (based on teacher timetabled hours and a class size conversion factor related to all foreign students who underwent English Language tuition on eligible courses) for the previous academic year for state sector members.

The supplementary subscription charge for 2012 is as set out in the following table:

Band	Number of student weeks	Supplementary Subscription
1	< 1,000	£ 0
2	1,001- 2,000	£ 305
3	2,001- 6,000	£ 610
4	6,001- 10,000	£ 810
5	10,001- 20,000	£ 1,810
6	20,001- 30,000	£ 2,740
7	30,001- 40,000	£ 3,730
8	40,001- 70,000	£ 4,940
9	70,001+	£ 6,040

\* One student week is calculated as one student undergoing not less than ten hours of tuition in one week

## Group Subscriptions

Groups consisting of accredited centres in the same ownership may apply to be treated as a group, in which case they shall pay;

- £1,315 for the group plus
- £1090 for the first two centres owned by the group (i.e. £2,405 for a group of 2 centres)
- £870 each for the third and all subsequent centres
- A supplementary subscription based on the aggregated total of the student weeks taught by all centres in the group.

Applications to be treated as a group must be made or renewed in January each year. The Chief Executive has discretion to decide what arrangements constitute a "group" and continue to constitute a group. Should a group withdraw its direct debit mandate its individual centres will be assessed separately for their supplementary subscriptions.

Members are also invoiced (at agreed discounted rates) for the annual British Council Accreditation UK fee, and, where appropriate, for the Copyright Licensing Agency fee.

For private sector members invoices for the basic subscription are sent out in January/February and invoices for supplementary subscription will be sent out in June/July.

Under the Rules of English UK it is a requirement that private sector members pay annual dues to the association by direct debit. The basic subscription element is taken in 5 tranches from March through to July and supplementary subscriptions, British Council and CLA fees from August through to December.

For State Sector Members English UK subscription invoices (basic and supplementary) are issued in the first quarter.

## CLA Fee

Where applicable, for private sector members there will also be a discounted payment to the Copyright Licensing Agency for the centre's licence fee based on the student weeks declared. The discount that members benefit from is substantial – more than 50%. For 2012, the discounted rate is £0.3182 (plus vat) per student week.

## Accreditation Scheme Fee

The Annual Accreditation UK Fee is also now banded according to student week figures, therefore English UK no longer invoices for the British Council fees together with the English UK Basic Subscription as we did prior to 2006. Instead we invoice later in the year once all members have returned their annual student week declarations. These fees are payable to the British Council but collected, at a discount, by English UK, with members charged £100 less than non-affiliated centres. The Accreditation UK Scheme's financial year runs from 1 April to 31 March.

Non-affiliated centres pay the British Council an additional (£50) annual contribution to the Student Emergency Support Fund which managed by English UK. For English UK members this charge is already included in their English UK subscription fee.

Annual Accreditation Fee 2010/11		Standard*	English UK
Band 1	<2,000 student weeks (Small)	£650	£550
Band 2	2-5,000 student weeks (Medium)	£700	£600
Band 3	>5,000 student weeks (Large)	£750	£650
SESF contribution	*Centres that are not members of English UK are additionally invoiced for a £50 contribution to Student Emergency Support Fund with their Annual Accreditation Fee		n/a

*Student weeks for English UK members will be submitted on behalf of providers by English UK.  
Please note Band 3 is the default fee for providers who do not submit student weeks.*

**\*\* The cut-off date for receiving the discounted Accreditation UK and CLA charges is 31 March.**