



English UK membership: details of membership

English UK is the national association of English language teaching centres.

We are the largest and longest running ELT association, dedicated to raising standards in the sector since 2004.

Accreditation UK

The essential requirement for any organisation seeking membership of English UK is to have achieved accreditation through the Accreditation UK scheme, run by the British Council in partnership with English UK.

All enquiries relating to the detail and administration of Accreditation UK 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.

Accreditation consultancy service for aspiring members

English UK can offer consultancy support to organisations looking to become accredited, through the English UK Accreditation Consultancy Service.

Find out more at: englishuk.com/accreditation

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

Applying for membership

To apply for English UK membership, you need to:

- 1 Complete an online application form and sometimes a financial reference
- 2 Agree to abide by the English UK Rules
- 3 Your application is then processed by our Membership team and ratified by the English UK Board
- 4 Pay a subscription fee

The English UK Rules

To ensure excellence and the best possible experience for English language students in the UK, the English UK Rules make requirements of members over and above those of the Accreditation UK Scheme.

To become an English UK member, you must fulfil additional demands in the areas of welfare, content of publicity material and the handling of complaints.

English UK members are also required to set out operational rules for the organisation's internal affairs.

Find the English UK rules at englishuk.com/join-us

Membership fees

Membership fees are made up of two components: a basic subscription and a supplementary subscription.

The basic subscription is a flat rate with discounts for members with 500 student weeks or fewer, detailed below.

The supplementary subscription is paid in addition to the basic subscription. It is based on the size of the centre's English language provision, calculated in terms of student weeks or equivalent.

English UK membership follows the calendar year: from 1 January to 31 December. If a centre joins part way through the year, fees are calculated pro rata according to the number of full months remaining in the year.

Membership fees are agreed annually by English UK members, normally at an extraordinary general meeting (EGM) or by postal ballot in the autumn.

Please note, joining date may affect benefits such as inclusion in the annual English UK member directory and eligibility for discounted annual Accreditation UK Scheme fees or CLA licence fees.

Basic rate

The basic rate is £1,410.

However, reduced rates apply to those with fewer than 500 or fewer than 250 student weeks. Special reduced rates also apply to group members (see overleaf).

| Student weeks | Reduced subscription fee |
|---------------|--------------------------|
| < 250 | £ 815 |
| 251- 500 | £ 1050 |
| 501+ | £ 1,410 |



English UK membership: details of membership

Membership fees (continued)

Supplementary subscription

In addition to the basic subscription, members with 1,001 student weeks or more pay a supplementary subscription.

For private sector members, this payment is determined by the size of the institution measured in ELT student weeks in the previous calendar year.

State sector members can either provide their figures in student weeks or as the number of timetabled, teacher taught hours for the year. A conversion dependant on class size converts this figure into student weeks.

The supplementary subscriptions for 2018 are as follows:

| Band | Student weeks | Supplementary subscription |
|------|-------------------|----------------------------|
| 1 | < 1,000 | £ 0 |
| 2 | 1,001- 2,000 | £ 450 |
| 3 | 2,001- 6,000 | £ 780 |
| 4 | 6,001- 10,000 | £ 1,000 |
| 5 | 10,001- 20,000 | £ 2,175 |
| 6 | 20,001- 30,000 | £ 3,400 |
| 7 | 30,001- 40,000 | £ 4,500 |
| 8 | 40,001- 70,000 | £ 6,000 |
| 9 | 70,001 - 100,000 | £ 7,250 |
| 10 | 100,000 - 125,000 | £ 8,100 |
| 11 | 125,000+ | £ 10,000 |

Group subscriptions

Multiple accredited centres under the same ownership can apply to be treated as a group to receive discounted rates for additional centres.

| | |
|--|--------|
| Basic group rate/ first centre rate | £1,410 |
| + Rate for the second centre | £1,269 |
| + Rate for all subsequent centres (per centre) | £1,128 |
| + Supplementary subscription (see below) | |

For groups, the supplementary subscription is 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. English UK's chief executive has discretion to decide what constitutes and continues to constitute as a group.

Should a group withdraw its direct debit mandate its individual centres will assessed separately for their supplementary subscriptions.

Student weeks

Student weeks are used as a metric by English UK, the British Council and the wider ELT industry. One student week equals one student undergoing ten hours or more of tuition per week.

Using this definition you should multiply the resultant number of student weeks by the length of their respective courses of study. Some examples are shown below;

| | No. of Students | ELT tuition per week (hours) | Course length (weeks) |
|----------|-----------------|------------------------------|-----------------------|
| Course A | 10 | 15 | 8 |
| Course B | 5 | 7 | 4 |

| | Calculation | Student weeks |
|----------|---|---------------|
| Course A | 10 x 8 | 80 |
| Course B | Students studying under 10 hrs a week disregarded | 0 |

Invoicing

Private sector members

For private sector members, the basic subscription is invoiced in January/ February and the supplementary subscription is invoiced 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 five tranches from March through to July and supplementary subscriptions, Accreditation UK annual fee and CLA fees from August through to December.

State sector members

For state sector members, both basic and supplementary subscriptions are invoiced in the first half of the calendar year, along with the annual Accreditation UK fee.



English UK membership: details of membership

Discounts

Both private and state sector members are invoiced (at agreed discounted rates) for the annual Accreditation UK fee and, where appropriate, for the CLA fee.

Accreditation UK fee discount

For English UK members, the annual Accreditation UK fee is collected at a discounted rate by English UK together with the English UK supplementary subscription. It is then paid to the British Council on your behalf.

Members are charged £100 less than nonaffiliated centres.

The accreditation fee is banded according to student weeks, as detailed below. English UK submits members' student week figures on their behalf.

| Accreditation fee (2018/19) | Student weeks | Standard* | English UK |
|-----------------------------|---------------|-----------|------------|
| Band 1 | < 2,000 | £720 | £620 |
| Band 2 | 2,000 - 5,000 | £770 | £670 |
| Band 3 | > 5,000 | £820 | £720 |

Please note: Band 3 is the default fee for providers who do not submit student weeks.

The Accreditation UK Scheme's financial year runs from 1 April to 31 March. The cut-off date for receiving the discounted Accreditation UK is 31 March.

CLA fee discount

Where applicable, English UK members are also invoiced for the Copyright Licensing Agency fee through English UK, at a substantial discount.

English UK members receive a discount of around 50% on CLA licences.



The Student Emergency Support Fund

The Student Emergency Support Fund (SESF) aims to minimise the effects of business closure on students who have paid fees for language courses at English UK member centres.

English UK members are automatically covered by the fund, which minimises the impact on students and can be a valuable selling point with agents.

English UK and its members cooperate to place all students affected by a closure on the nearest equivalent type of course and level.

Member contribution

English UK members' contribution to the SESF is included in their English UK basic subscription rate.

Non-member contribution

Centres that are not members of English UK, are invoiced an additional £200 by the British Council with their accreditation fee to cover their contribution to the SESF.

If you have any queries about English UK membership, the application process or subscription fees, please contact our Membership team: membership@englishuk.com or +44 (0)20 7608 7960

englishuk.com/join-us