

Reduced Rates Policy

Policy Statement

IChemE is committed to supporting members with the payment of their annual membership fee in circumstances where they are not working or during times of financial hardship. This policy sets out the criteria, requirements, eligibility and application process for members who wish to apply for a reduced rate of membership fee.

1. Criteria

A member may apply for a reduced membership rate for a membership year if they are not working or experiencing financial hardship due to:

- I. Maternity leave (including paternity and adoption leave)
- II. Career break
- III. Retirement
- IV. Low income
- V. Unemployment
- VI. Long-term sickness
- VII. Unforeseen / unavoidable hardship

2. Requirements

Evidence will be required to support each application. Members wishing to remain on the reduced rate for subsequent years – up to a maximum of five (excluding retirement) – will need to confirm that their circumstances have not changed and may be asked to supply evidence if the Institute determine that this is required.

3. Eligibility and evidence

The reduced rate eligibility criteria are as follows:

Reduced Rate Eligibility	Evidence
Maternity leave including paternity and adoption leave	MATB1 certificate for maternity leave or other international variation thereof
Career break	Written declaration or evidence in support of the break
Retirement	Members must have been in membership for at least five years and provide written declaration of retirement from paid employment.
Low income	Evidence in support of income being less than minimum wage or other international variation thereof
Unemployment	P45 or other international variation thereof
Long-term sickness	Medical note
Unforeseen / unavoidable hardship	written evidence in support of the hardship

4. Continuous Professional Development (CPD)

All members on the reduced rate will be given a 100% exemption from the mandated CPD requirement. However, the advantages of continuing with their professional development to maintain their skills and competencies is emphasised. Any CPD recording tools will still be open to members on the reduced rate. s

5. Rate of concessionary membership fee

The single concessionary rate for members will be a reduced annual membership fee as determined by the Institute annually and in line with the annual review of membership fees. For 2025 this will be £75 (or equivalent international rates).

In the event of a member's death, should this occur within the first quarter of the year a full refund will be issued to the next of kin by written application. Should the death occur after this time period, IChemE, as a registered Charitable organisation, will be unable to provide a refund to the next of kin.

6. How to apply

Members who wish to apply for a membership fee concessionary rate should contact us providing the required evidence as outlined in section 3.

7. Membership status

Being on the reduced rate does not affect an individual's membership status, rights, and obligations.

8. Commencement date

This policy is effective from 1 August 2024 and will be reviewed annually thereafter in advance of the start of the membership year.

End.