

M7. Membership subscriptions

1. Members shall pay an annual subscription made up of a basic element and, where applicable, a supplementary element.
2. Every Member shall pay the **basic element** applicable to their size, based on the accepted UK accounting definitions of micro, small, medium and large companies which derive from the number of employees, annual turnover and balance sheet total. Where these three indicators point to different sizes, the balance of 'two out of three' will generally apply, but a determination will be made by the Chief Executive.
3. A Member who is **ineligible for registration with the Office for Students** by virtue of being located in the devolved nations, or being too much under foreign ownership and control, or having a portfolio which does not include any courses formally recognised as higher education, and has fewer than 301 full time equivalent students on regulated higher education courses, will pay only the basic element which is appropriate to their size.
4. A Member who is **eligible for registration** with the Office for Students must pay the **supplementary element** applicable to their FTE 'regulated HE students', except where IHE confirms that the Member is not registered, does not have an application for registration in progress, has no plan to register within the next two years, and has fewer than 301 full time equivalent students on regulated higher education courses. In the event that such a Member decides later to apply for registration, the Member shall inform IHE of this decision as soon as is practicable and shall become liable from this point for a supplementary fee for the current year pro rata.
5. Where a member is liable for the supplementary element but also teaches some students on regulated higher education courses via a **subcontractual arrangement**, these students will be added to the Member's registered students when determining the applicable band.
6. A Member who operates more than one brand or trading name under their corporate entity will have the option of paying the **multiple brand supplement**. This will enable the brands to have individual listings on all relevant IHE promotional material, including the IHE website.
7. The subscription year runs from 1 January to 31 December. Full-time equivalent student numbers for the preceding academic year (1 August to 31 July) must be submitted to IHE by 30 November each year as part of the Member's Annual Declaration. These self-reported numbers will be checked against the official statistics released by HESA annually, and where the two sets of figures diverge significantly, IHE will contact the member in order to reach a final determination of the correct subscription band, and where necessary to issue a further invoice or credit note.
8. The basic and supplementary elements of the subscription fee for Members who join IHE after 1 January shall be calculated pro rata on the basis of the number of calendar months in membership for the remainder of the year from the date of admission into membership.

9. Where a Launchpad Subscriber is duly admitted as a full Member during the course of a year, it shall become liable from the date of admission for a pro rata basic element to cover the remainder of the subscription year not already paid, as well as any applicable pro rata supplementary element which becomes due.
10. Payment of all annual dues to the Association shall be in full settlement within 30 days of invoice.
11. Any Member who has not paid the annual subscription in full by 1 March will be reported to the Board, and may have its membership suspended in line with the provisions of the Membership Regulations. On the occasion of the next meeting of the Board, the Member may have its membership terminated.

Calculation of Full-time Equivalent Students

12. Members shall report annually to the Chief Executive the number of all students registered with them (both directly and via subcontractual arrangements) in the previous academic year, including part-time, full-time, distance, blended, and work-based learners, on long and short courses.
13. Where a Member is liable for the supplementary element of the annual subscription, the applicable band of regulated student numbers will be determined with reference to the full-time equivalence (FTE) calculation used by the Higher Education Statistics Agency (HESA).
14. Where a Member reports all of its regulated student numbers to HESA directly, this data will stand as their submission for IHE subscription purposes. Where a member is not eligible to submit data to HESA, or where an additional submission of subcontracted students is required, the annual student number declaration should include the number of full-time and part-time student instances in each programme, and include the length of each programme to support the calculation of a full-time equivalent student number count comparable to the data submitted to HESA.
15. If IHE has reason to query a Member provider's reported student numbers, it may contact partner organisations, including Jisc, HESA, OfS, QAA, BAC and ISI, for corroboration, or commission an independent audit of a member provider's returns. In the case of an independent audit, the member provider shall allow reasonable access to and provide all information requested by the auditor promptly. If the member provider's student numbers are found to have been incorrectly reported, the provider may be charged for the costs of the audit, and if the figure is found to have been significantly understated the member will be liable to be charged any applicable higher rate for subscription for the year in question, but not retrospectively. If the returns are found to have been calculated correctly, IHE shall pay for the audit.

Administrative procedures

16. Invoices for the membership subscription shall be issued no later than December, being the month before the start of the subscription year. Payment shall be made by cheque or BACS. Payments received later than 30 days from the date of invoice may be subject to a late

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payment surcharge of 2% over Bank Base Rate.

17. In the case of new Members, the subscription is due for payment within 30 days of invoice following their admission into membership. Membership will not be confirmed until after payment has been received.