



HFMA – Membership Terms and Conditions

OVERARCHING STATEMENT

These terms and conditions form the basis of the contract through which the Healthcare Financial Management Association (HFMA, we or us) will deliver a service to you as a HFMA member (you or your). On becoming a member of HFMA you agree to these terms and conditions. We will handle your personal data in accordance with our [privacy policy](#).

Healthcare Financial Management Association (HFMA) is a registered charity in England and Wales, no 1114463 and Scotland, no SCO41994. HFMA is also a limited company registered in England and Wales, no 5787972.

The HFMA is only professional body in the UK dedicated to protecting the public interest by setting and promoting the highest standards in financial management and governance in healthcare.

PRINCIPAL TERMS

1.1 This agreement commences once you have confirmed your acceptance in the declaration section of the web sign up process or the date you sign and return your membership application form.

1.2 This agreement will become binding on you and us when we contact you to confirm your membership application has been accepted, at which point a contract will come into existence between you and us.

1.3 You will be entitled to all the rights and privileges associated with the type of registration chosen dependent on your eligibility.

1.4 You cannot transfer your affiliation, association, membership or terms of this agreement to anyone else.

MEMBERSHIP TERM

2.1 HFMA memberships run for a period of twelve months.

2.2 HFMA membership is valid from the registration date and payment must be completed, or the appropriate direct debit instruction returned within 10 working days of registration. If you fail to complete the payment or return the direct debit instruction within this time the membership application will be cancelled.

FEES AND CHARGES

3.1 Fees displayed on the application section of the website will prevail at all times in relation to orders placed on-line.

Fees displayed on an application form, or quoted by a HFMA representative, will prevail in relation to membership subscriptions placed in person, verbally or by post.

You may make a one-off payment for a one year membership subscription, new or renewal, by BACS, credit/debit card or an annual/monthly direct debit payment.

We reserve the right to increase the price of the membership subscription on an annual basis. You will be informed of any fee increase within your renewal letter. If we discover an error in the price of your membership subscription, we will inform you as soon as is reasonably possible. Fees are for individual membership only.

MEMBERSHIP RENEWALS AND CANCELLATIONS

4.1 Your HFMA Membership is an ongoing agreement which will automatically renew upon the anniversary of your application. You will receive a renewal notice in advance of the anniversary of your application date, informing you of your entitlement to cancel and of any changes to your Direct Debit payment.

Any payment arrangements that have been made by Direct Debit will automatically continue, unless you notify your bank/building society that you wish to cancel it.

If you wish to cancel your membership, you must inform us of your intention to cancel a minimum of ten working days prior to the membership expiry date.

This notice should be provided directly to us, in writing by letter, fax or e-mail.

MONEY BACK GUARANTEE

6.1 As per the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you are entitled to cancel your membership and receive a full refund of any fees paid within 14 days of completing your membership application form.

YOUR PERSONAL INFORMATION

7.1 To view our Privacy Notice [click here](#).

INFORMATION ABOUT US

8.1 If you have any questions or if you have any complaints, please contact us. You can contact us by telephoning us at 0117 981 6086 or by e-mailing us at membership@hfma.org.uk

If you wish to contact us in writing, or if any clause in these terms requires you to give us notice in writing you can send this to us by e-mail to HFMA at membership@hfma.org.uk We will confirm receipt of this by contacting you by email.