

Terms and Conditions for Schools 2025-26

Privacy Policy

Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the terms and conditions specified herein.

In addition, BSME reserves the right to share relevant information with Members in line with GDPR, DPA and our own Privacy Policy available to view [here](#). Following the introduction of Data Protection Laws in the UAE, BSME reserves the right to amend these Terms and Conditions once the applications of the new laws for companies registered in free zones are clear.

Delivery Policy

Membership Renewal

Upon receipt of payment for a new membership, or membership renewal, access to all membership benefits, including access to your school's BSME profile, will be available. Membership renewal confirmation will be sent to the main account holder's email address. Current school members' fees are payable by 30 September whilst new school members' fees are due within 30 days of the invoice date. If applicable, VAT or Withholding Tax will be added to the annual membership fee invoice. If membership fees are not paid within 90 days of the invoice date, schools will be invoiced for an additional 10% administration fee. Upon payment of membership fees, schools are understood to have agreed to the BSME Code of Conduct, BSME Accreditation requirements, BSME's Safeguarding Policy and these Terms and Conditions.

Accreditation

Meeting BSME Accreditation standards is a condition of both initial membership and ongoing renewal. All BSME member schools are required to achieve accredited status within **two years** of joining membership. Once accredited, schools must maintain their accreditation status in accordance with BSME's standards and timelines.

Failure to meet or maintain these accreditation requirements may result in a review of the school's membership status. BSME reserves the right, at its sole discretion, to **pause, suspend, or revoke membership** in cases where:

- A school does not achieve accreditation within the two-year timeframe;

- Accreditation is withdrawn by the accrediting body or there is a prolonged lapse in accreditation status;
- The school fails to demonstrate meaningful progress toward accreditation, despite reasonable support and guidance.

Membership benefits, including participation in BSME events and listing on official platforms, may be suspended during any period of non-compliance. Schools are responsible for staying informed of current accreditation standards and ensuring timely compliance.

BSME will provide reasonable notice and an opportunity to respond before any final decision to revoke membership is made.

Professional Learning Courses

Registration for Professional learning events is available via the [BSME website](#). Staff from member schools will be offered membership rates and must use their school email to qualify for this reduced fee. Payment of PL delegate fees are due within 30 days. Where invoices are not paid within 90 days, a 10% administration charge will be added to the invoice. Attendance certificates may be requested once payment is received.

Non-member bookings are only confirmed once payment has been received.

If applicable, VAT or Withholding Tax will be added to the invoice.

New Members

New member schools pay a one-off application fee, based on enrolment numbers, ranging from AED 2,000 to AED 5,000, depending upon school size. This application fee will become payable once the application has been reviewed and before the school visit is due to take place. Full membership fees will then be invoiced once the school has been approved for membership. Should a school not be approved for membership, no refund will be given on the application fee. Schools who leave membership for a year or more will also be required to pay a one-off application fee as above to rejoin membership. Schools admitted to membership after the Annual Conference, that is, in Term 3 of each year, will pay 30% of the total membership fee for their respective band for the part year. If applicable, VAT or Withholding Tax will be added to the invoice.

Annual Conference

The delivery date and fees for an Annual Conference will be shown at the time of booking. The booking confirmation will be sent to the booking contact and delegate email addresses. Annual Conference fees are not included in membership fees.

Refund/Cancellation Policy

Membership Fees

- School Membership fees are non-refundable.

Professional Learning Fees

- Payment should be made within 30 days of the date of the Conference/Course and must be paid in full in advance. Non-payment will result in non-entry. Booking details can be amended up to 5 working days before the start of an event.
- Individual delegates can cancel their registration no later than 10 days prior to an event. Cancellation within 10 days of the event, regardless of whether payment has been made or not, will result in the full amount being owed.
- Professional Learning bookings that are cancelled within the agreed time frame will be refunded or held as credit for future expenses incurred by the school. Refunds will be repaid in full, less any bank charges incurred. If a **confirmed** Professional Learning event is cancelled by BSME, full refunds, including bank charges, will be paid unless the cancellation is due to force majeure.
- The **Provider** and **Client** are not liable for failure to fulfil obligations if such failure is as a result of Acts of God (including but not limited to fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction or decree, blockage, embargo, labour dispute, strike, lockout, epidemic or pandemic, or interruption or failure of electricity or telephone service.
- The fee is fully payable in the event of a no-show.
- BSME reserves the right to cancel any event as a result of insufficient numbers to run the course or circumstances beyond its control, without incurring liability. BSME will endeavour to give adequate notice to delegates.
- Schools are advised NOT to book travel and accommodation for attending delegates until their registration has been confirmed.
- BSME is not responsible for associated costs incurred by the school when booking onto, attending or hosting an event or arising from cancellation/postponement.
- If applicable, VAT or Withholding Tax will be charged.

Annual Conference Fees

- Conference fees are dependent on the Conference venue and will be announced when bookings are open.
- Confirmation of registration will be sent to the Booking Coordinator. School Members should note that booking is only confirmed once payment has been made. The remittance receipt must be sent to accounts@bsme.org.uk to confirm payment.

- Booking details can be amended up to 10 days before the start of an Annual Conference; after this, delegate places are non-transferable. Please contact business@bsme.org.uk to make any booking changes.
- Notification of cancellation by schools must be received by email to business@bsme.org.uk no later than 30 days before the start of an Annual Conference or the full amount will be charged.
- Annual Conference bookings that are cancelled within the agreed timeframe will be refunded or held as credit for future expenses incurred by the school. Refunds will be repaid in full, less any bank charges incurred. If a confirmed Annual Conference is cancelled by BSME, full refunds, including bank charges, will be made, unless the cancellation is due to force majeure. Refunds will be made up to 28 days after the Conference end date. It is your responsibility to provide BSME with your bank details, including Swift Code and IBAN, in order to affect the refund.
- The fee is fully payable in the event of a no-show.
- BSME reserves the right to cancel any Annual Conference as a result of insufficient numbers to run the conference or circumstances beyond its control, without incurring liability, and will endeavour to give adequate notice.
- BSME is not responsible for associated costs when booking onto or attending an Annual Conference or arising from cancellation/postponement.
- Only pre-registered delegates will be granted access to the Annual Conference. Unregistered school delegates may be allowed access to the Annual Conference at BSME's discretion. In the case of such an event, an invoice for payment will be issued immediately following the Annual Conference.
- Any amendment or cancellation should be emailed to business@bsme.org.uk

Invoice payment

- All BSME invoices are levied in Emirati Dirhams.
- Payment can be made by bank transfer, or via a credit card payment link where requested.
- If making payment by bank transfer, please quote your school/company name and invoice number in the banking reference for the payment.
- Please ensure that all bank transfer charges are paid by the sender when making payment. Underpayments will be added to subsequent invoices or invoiced separately.
- The remittance form should be sent to accounts@bsme.org.uk on payment of the invoice.
- BSME does not accept cheques as payment. If cheques are issued, it is the responsibility of the school to deposit them into the BSME bank account.
- Where invoices are not paid within 90 days, a 10% administration charge will be added to the invoice.

Acceptance

Membership of BSME is subject to agreement and compliance with these Terms and Conditions. By applying for, or renewing membership of BSME, you are automatically agreeing to the terms and conditions specified herein.

In line with our [GDPR policy](#), BSME reserves the right to share relevant information with Members.

The membership renewal form must be completed and submitted by the Principal/Headteacher.