

ASET Membership Policy

Membership Categories and Rates

The majority of our members are UK Higher Education Providers; however our membership base is diverse, and includes Further Education Colleges, companies, individuals and some overseas members. Our membership year runs from 1st January to 31st December. New members will be accepted throughout the year, with fees calculated on a pro rata basis e.g. if membership is sought on 1st September, **4/12** annual rate applies*. Renewal invoices are issued around the year end.

We offer five categories of membership:

Corporate Membership

For those organisations working within the field of employability and placements, or who employ students or graduates, but are not primarily educational organisations - **£600**.

For smaller organisations in this category (with a turnover of less than £25m, less than 250 employees, and/or gross assets of less than £12.5m), an **SME rate of £300** will apply.

Institutional Membership

For United Kingdom and Republic of Ireland Higher Education Providers. Membership is at institutional level, where “institution” is defined in accordance with the HESA listing and denoted by the allocation of a separate Institute ID. Individual colleges, within a HESA recognised institution, may also choose to hold membership in their own right. Your identification and affiliation will be determined by your email address e.g. someone@plymouth.ac.uk works at Plymouth University. ASET will determine fees based on full-time equivalent (FTE) student numbers as set out below;

<u>2019 Rates</u>		
	up to 2,000 FTE Students	£100
	2,001 – 10,000 FTE Students	£275
	10,001 – 25,000 FTE Students	£395
	25,001 – 100,000 FTE Students	£495

FTE Student numbers for UK institutions are taken from the published HESA data 2 academic years prior to the membership year e.g. Invoices for 2019 membership are determined by 2016/17 HESA data. Republic of Ireland student statistics will be determined by the HEA (www.heai.ie)

Further Education Colleges Membership

Membership for Further Education Colleges (www.aoc.co.uk) is levied at the flat rate of **£100**.

Individual membership

Membership for self-employed sole traders working in the field of HE placements/employability - **£50**.

Overseas Membership

An individual membership fee of **£50** will be levied for staff working in institutions overseas.

If there are 4 or more individuals employed by the same institution a flat fee of £200 will be levied.

Should international delegates wish to attend the annual conference **only**, confirmation from the home country's national association office will qualify international delegates to conference bookings at the ASET members' rate.

- ASET also reserves the right to confer Honorary Membership at any of these classifications
- ASET reserves the right to decline or cancel membership in accordance with the Articles of Association of ASET (1982) LIMITED (June 2011)
- Improper use of membership may invoke a sanction;

7.a. The Directors may refuse an application for membership only if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application.

Please notify ASET by 31st December 2018 if you do not wish to renew your membership for 2019

* Full year membership rates will apply to rejoining institutions if they have been members within the last 18 months.