

## CIfA subscriptions FAQs

The subscription bands are based on grade of membership. This structure allows accredited members (PCIfA, ACIfA and MCIfA) on lower incomes to apply for a reduced subscription rate and to ensure a fair subscription for those who earn less than the recommended minimum salary for their grade of membership.

Questions	Answers
Last year I applied for a concessionary rate. Will this be automatically applied again this year?	No. The concessionary rate has to be applied for every year. The concessionary rate will depend on your membership category and your salary band. See <a href="http://www.archaeologists.net/membership">www.archaeologists.net/membership</a> for more information. <b>The concessionary rate is only available to Accredited members (PCIfA, ACIfA and MCIfA).</b>
I can't read the email I have been sent to renew my subscription	No problem, you can download the relevant forms at <a href="http://www.archaeologists.net/membership">http://www.archaeologists.net/membership</a>
Subscriptions are due by 1 April. What happens if I don't pay my subs by 1 April?	If renewal documents or email confirmation aren't received by 1 April you may not receive membership services such as JIST Bulletin, members bulletin, or appear in the yearbook publication and online directory (accredited members only).  If you pay by direct debit we need to receive your renewal documents by 1 April otherwise direct debit payments will be taken at the rate in the letter you received.
I currently pay by direct debit in instalments but want to change to annual payments?	Contact <a href="mailto:subscriptions@archaeologists.net">subscriptions@archaeologists.net</a> , and we will change the amount and date of the request to one lump sum on the first working day of June (or first available month)
I haven't received my renewal papers	No problem, please send an email to <a href="mailto:subscriptions@archaeologists.net">subscriptions@archaeologists.net</a>
I currently pay by direct debit – what will happen if I don't let the office know about my subscription category?	Your subscription category will be determined from your membership category (eg ACIfA members will pay ACIfA subscription category). Your direct debit instruction remains in place from previous years and your preference for either annual or instalment payments will be continued to the new subscription year. This also applies to the subscription to the Historic Environment Journal and your preference is continued in to the new subscription year.

Can I claim tax back from subs?	See <a href="http://www.archaeologists.net/membershipservs">http://www.archaeologists.net/membershipservs</a>
Why hasn't my direct debit been collected on 1 April and 1 May?	Instalment Direct debits are collected in 10 instalments from June to March the following year.
I sent my new direct debit in May but a collection was not taken on 1 June?	The banks require two weeks to process a new direct debit so if your direct debit instruction is received by the office after the middle of the month there won't be enough time for the bank to process it for the next collection. For example if a direct debit is received in late May, the first (if instalment) or annual request from your account will be on the first working day in July.
Why have I been charged 2 instalments in one month?	Instalment direct debits are collected in 10 instalments from June to March. If a direct debit instruction is received too late to be processed for collection in June then you won't be able to pay in 10 instalments. Instead you will have to pay the instalment owed and the due instalment on the first working day of the next available month. For example if your new direct debit instruction isn't received until 20 May, and the remittance form states that the instalment amounts is £17.10, the instalments for June and July will both be collected in July. On receipt of your direct debit instruction you will be sent a payment schedule for the year.
Who can apply for a concessionary rate?	Accredited members (PCIfA, ACIfA and MCIfA) can apply for concessionary. You can download the form from our website, or for more details call the CIfA office. <b>Concessionary rate must be applied for each year.</b>
I wish to receive the Historic Environment Journal as part of my subscription this year?	Complete the subscription renewal form and return it to the office. If you pay by direct debit we can add the amount of £36.00 to the first direct debit instalment we collect. Or send us a cheque for £36.00. Alternatively if you wish to unsubscribe, complete the subscription renewal form and return it to the office.
What do I have to do if my salary increases during the year?	You don't have to do anything as the subscription category is based on your income from the previous year. <i>Please note that if you earn more than the recommended salary for your membership grade you still only pay your membership grade amount. However, in these circumstances we do encourage our members to upgrade their membership.</i>
What if I need to change my direct debit to a different account?	You need to send us a new direct debit instruction. Please post the original back to us as this is required by the bank.



I want to change my payment method from cheque to instalment direct debit.	Complete the subscription renewal form selecting the new payment method. A copy of the direct debit form can be downloaded from our website at <a href="http://www.archaeologists.net/membership">www.archaeologists.net/membership</a> . Complete it and return it with your subscription renewal. Please post the original to us as this is required by the bank.
I want to pay by debit or credit card	That's no problem, select that payment method on the subscription renewal form and return it to the office. We will send you a PayPal request to your email and you can pay using any debit or credit card ( <i>you do not need a PayPal account to do this</i> ).
My company pay for my Cifa subscription, what do I have to do.	Complete the subscription renewal form and give it to your employer, but send a copy to Cifa. Your employer needs to send a purchase order to Cifa so an invoice can be raised for payment. Some employers have a direct debit set up with Cifa so check this with your employer. Cifa will contact you about your subscription not your employer, and it is your responsibility as a member to ensure payment not your employer.
I already have a direct debit set up, is a new one required each year?	No, your direct debit instruction remains in place and Cifa will adjust the amount collected as per your subscription renewal information.
What if I am no longer a Student?	Student members can remain at Student grade and pay the Student subscription fee for up to one year after graduation. You will then automatically be upgraded to an Affiliate member. If you would like to upgrade to Affiliate or an accredited grade before this, then please contact the office.
What should I do if I want to cancel my membership?	Please send an email to <a href="mailto:subscriptions@archaeologists.net">subscriptions@archaeologists.net</a> explaining that you wish to cancel your membership and also explain why if possible.