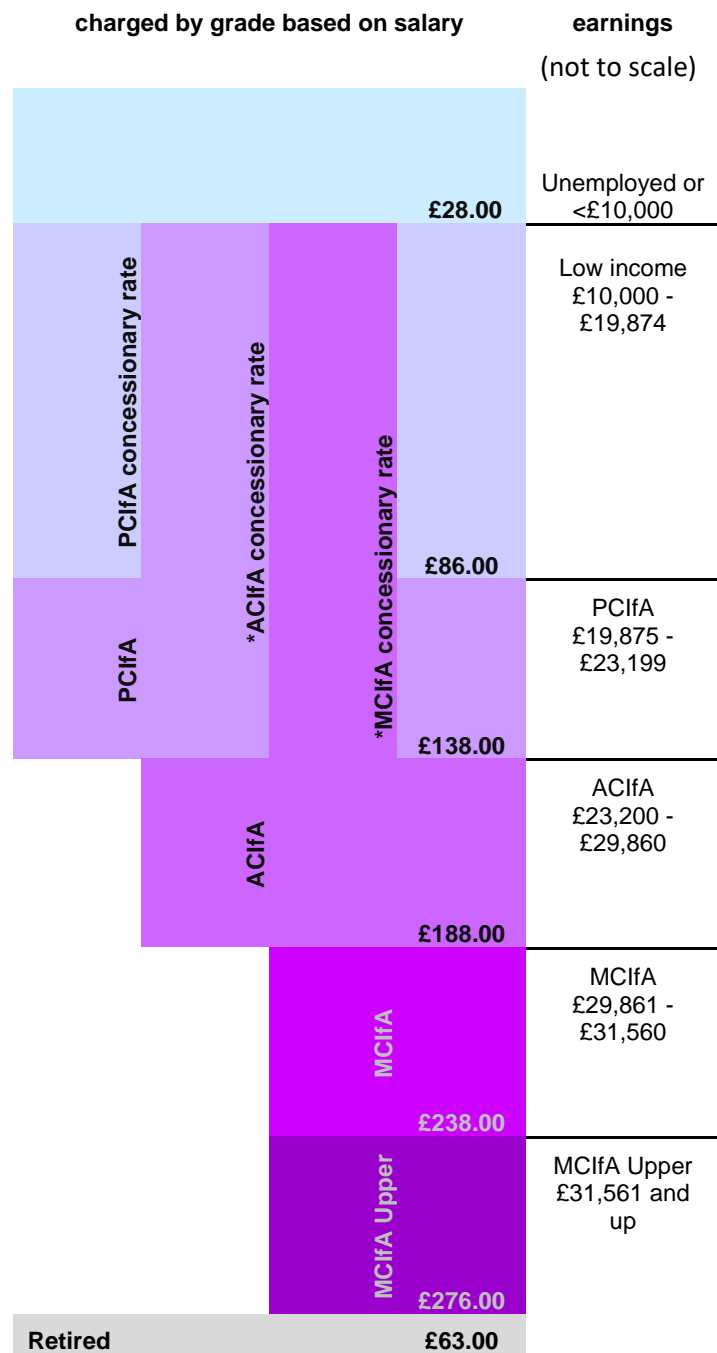


**CIfA SUBSCRIPTION 1 APRIL 2020 - 31 MARCH 2021
CONCESSIONARY RATE (ACCREDITED MEMBERS ONLY)**

CIfA 2020/21 subscription bands

CIfA’s subscription bands are based on salary. This structure allows members on lower incomes to apply for a reduced subscription rate and to ensure a fair subscription for those who earn less than the minimum salary for their grade.



Applying for concessionary rates

The process of application for concessionary subscription rates is very straightforward and involves providing a statement in writing (via post or email) and/or a copy of your annual P60, Job Seekers allowance statement or payslip. This process has been in place for many years and has been taken up by members whose circumstances qualify.

You may want to apply for a concessionary rate for many reasons. For example, you may be an Associate (ACIfA) member of the Institute and expected to pay the ACIfA annual fee. But if you are employed in a post that has PCIfA level responsibility and pay, you would then be able to apply for a reduction in your subscription fee to the rate paid by a PCIfA member. If you are earning less than the PCIfA minimum salary, then you can apply for a further reduction to the low-income category or the unemployed or earning less than £10,000 category. If you work part-time or you are on maternity leave, you would also be eligible for a concessionary rate if your income does not meet the relevant recommended scale.

Simplified form to determine possible concessionary rate

	earnings					
Member grade	Unemployed or <£10,000	£10,000 to £19,874	£19,875 to £23,199	£23,200 to £29,860	£29,861 to £31,560	£31,561 and up
PCIfA	£28	£86	£138			
ACIfA	£28	£86	£138	£188		
MCIfA	£28	£86	£138	£188	£238	£276
Retired	£63					

Please fill in the concessionary rate request form with as much detail as possible.

****MEMBERS MUST RE-APPLY FOR CONCESSIONARY RATE EACH YEAR****

**Concessionary rate request form 1 April 2020 to 31 March 2021
(Accredited members only – must re-apply each year)**

Name _____ Member number _____ Member grade _____

Renewals are due by **1 April 2020** – members who have not renewed by this date may not be published in the CIfA Yearbook and directory, or receive CIfA emails, bulletins and publications.

A – I wish to apply for a concessionary rate subscription for 2020/21 due to the following circumstances

I am:		My earnings are in the category:	
employed full-time	<input type="checkbox"/>	less than £10,000 (£28)	<input type="checkbox"/>
employed part-time	<input type="checkbox"/>	Low income £10,000 - £19,874 (£86)	<input type="checkbox"/>
		PCIfA £19,875 - £23,199 (£138)	<input type="checkbox"/>
		ACIfA £23,200 - £29,860 (£188)	<input type="checkbox"/>
		MCIfA £29,861 - £31,560 (£238)	<input type="checkbox"/>
Unemployed (£28)	<input type="checkbox"/>		
Retired (£63)	<input type="checkbox"/>		

Supporting documentation enclosed _____

statement in writing (via post or email) and/or a copy of your annual P60/Job Seekers allowance statement/payslip

Optional information that may assist in the work of CIfA

I am:

Self- employed

Employed by a Registered organisation

B - Payment Method

Annual Direct Debit	Instalment Direct Debit	Single payment by cheque	Single payment by Debit/credit card
Collected on the first working day in June (or first month after receipt of DD Mandate)	Collected on the first working day of the month from June – March*	Please make cheques payable to 'Chartered Institute for Archaeologists'	via PayPal request sent by email or online
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Instalment Direct Debits are collected in 10 instalments from June – March (incl). Instalments owed will be collected on the first month after receipt of mandate

C - The Historic Environment: Policy & Practice

The prices indicated above do not include subscription to the *Historic Environment: Policy & Practice Journal*. An annual fee of £36 will be added if you opt to receive this and you will be required to pay for all journals at the beginning of the subscription year.

If paying by instalment direct debit and you are subscribed to the HE Journal, this amount will be included with your first instalment.

Please tick this box if you wish to subscribe to the journal

D - Declaration

I _____ (please print) confirm that the subscription fee paid to CIfA in 2020/21 is a true reflection of the total gross income I received up to 31 March 2020.

Signed..... Date.....