

Association for Simulated Practice in Healthcare (ASPiH) Membership Terms and Conditions

1. Introduction

These Membership Terms and Conditions ("Terms") govern your membership in ASPiH ("The Association"). By becoming a member, you agree to be bound by these Terms, and the Privacy Policy. If you do not agree to these Terms, you may not become or remain a member of the Association.

2. Membership Eligibility

Membership is open to everyone who has an interest in simulation, including but not limited to, educators, technicians, standardised patients/participants, researchers, clinicians, commercial partners, and administrators. Our association is based in the United Kingdom, but our membership is not limited to the four home nations and Ireland, and we invite global colleagues to join us. The Association reserves the right to approve or deny any membership application at its sole discretion.

3. Membership Fees and Payments

Payment of annual fees as set out by the Association. Any amendment to these fees would be in line with the processes outlined in our Byelaws.

Application AND Renewals: Individual Membership

1. Your ASPiH membership and its subscriptions, networks, lists, registers, and directories will run for 12 months from the date your membership application is confirmed, or at the renewal of your subscription upon receipt of payment.
2. When signing up for individual membership the default method is for an annual subscription. This means that future payments will be taken automatically via the same

payment method as your first payment for membership. Subsequent payment will be taken at the point your membership expires (12 months from your original sign-up date). You will receive a reminder email four weeks prior to the subsequent payments being taken.

3. Some situations (e.g., student memberships or certain overseas payments) cannot be processed via annual subscription. In these cases, one-off payments may be permitted with the Association’s approval.
4. All emails will be sent to the address used when registering for membership. Members are responsible for keeping this email address up to date in their profile.
5. If you pay by annual subscription and cancel the payment instruction (or it is cancelled by your bank), we will issue an invoice for the outstanding fees, payable within 30 days. Failure to pay may result in immediate termination of your membership, related subscriptions, and access to member benefits

Application AND Renewals: Institutional Membership

1. Your membership of the Association and its subscriptions, networks, lists, registers, and directories will run for 12 months from the date your membership application is confirmed, or at the renewal of your subscription upon receipt of payment.
2. Each institution must appoint a lead account member who must be the first name added when setting up the membership. This individual can propose changes to named individuals on their Institutional membership. To maximise the benefits for your named members, it is advisable to add them at the time of registration. The number of members included in the institutional membership will depend on the option selected (see below)

	Option 1	Option 2
Institutional Membership Cost	£480 (includes 2 ‘free’ named members added to membership)	£720 (includes 4 ‘free’ named members added to membership)
Cost of adding named institutional members	£60 per person	£50 per person

The lead account member will take one of those included places.

3. When the maximum number of included members have been added additional members will be added at the cost according to the option selected.
4. These individuals will receive an email with their login details and a request to complete their profile. They will be included under the institution’s membership, which means their access is valid only for the period they remain listed on that membership and the

institution maintains an active subscription. This period may be shorter than, but will not exceed 12 months.

5. Individuals can be added to an institutions membership at a later date; however, they will be charged the standard rate for their respective chosen option, and their membership will only remain valid until the institutions membership expiry date. For example, if institution X purchased institutional membership in January 2025 and purchased an additional membership for a named member in June 2025 that named member's access would still expire in January 2026 – giving them only seven months of active membership.
6. Once members have been named on the institution's membership one change can be made to named member/s free of charge. If an institution wants to make additional changes the Association reserves the right to charge an administration fee.
7. Institutional membership would require a Purchase Order number during the sign-up process.
8. Institutional membership covers that institution alone and does not cover any linked subsidiaries or affiliated organisations.

Refunds

1. Initial sign up of membership to the Association has a 14-day cooling off period. If you change your mind during this time, please email membership@aspih.org.uk to cancel and we will arrange a refund using the same payment method made to purchase the product.
2. Once paid, application fees are non-refundable. However, in extenuating circumstances the Association can exercise discretion for refund within 30 days of receipt of payment. Requests for refund must be sent in writing to the membership team: membership@aspih.org.uk
3. It is your responsibility to pay the correct amount or to cancel your annual subscription instructions to the Association. If you overpay or do not wish to renew your membership once payment has been taken a refund will not be issued.

Payment: Membership will not be activated until full payment of the annual fees has been received.

Non-Payment: Failure to pay annual fees will result in the suspension or termination of your membership.

4. Membership Benefits

Upon payment of dues, members are entitled to various privileges and benefits. These are regularly reviewed and updated, and the current list can be found on the Association's website: <https://aspih.org.uk/>

5. Use of the Association's Resources and Intellectual Property

All content, materials, and resources provided by the Association are its exclusive property unless otherwise stated. Members may use these resources for personal, non-commercial purposes related to their professional development. The reproduction, distribution, or sale of any content from the Association without express written permission is strictly prohibited.

6. Data Privacy

The Association collects and uses personal information in accordance with its Privacy Policy which is available on the website. By becoming a member, you consent to the collection, use, and disclosure of your personal information as described in that policy.

All communications with ASPiH are subject to the Association's data protection and privacy obligations. Communications may be retained or reviewed where necessary for governance, safeguarding, or conduct purposes, in line with UK GDPR and the Data Protection Act 2018. Individual Executive Members should not be contacted privately rather all email correspondence with ASPiH should be via the following accounts:

admin@aspih.org.uk

membership@aspih.org.uk

events@aspih.org.uk

directors@aspih.org.uk

SIGS@aspih.org.uk

Direct contact with a member of the ASPIH Executive Committee, unless instigated or invited by that person, may be deemed to be in breach of these terms and conditions.

8. Termination of Membership

Voluntary Termination: You may terminate your membership at any time by providing written notice to the Association. No refund of dues will be provided. To terminate your membership please email membership@aspih.org.uk.

Involuntary Termination: The Association reserves the right to terminate or suspend your membership immediately and without notice if you violate these Terms or engage in any conduct that is harmful to the Association or its members. In such cases, no refund of dues will be provided.

Complaints: If you have a concern or complaint about your membership, please put it in writing to membership@aspih.org.uk and the Executive Committee will be notified via the secretariat services. We aim to respond to complaints within 30 days of receipt.

If the response from the ASPIH Executive Committee is deemed unsatisfactory or the complaint raises serious issues, please make a written complaint to the President of ASPIH via our complaints process – see link in appendices, providing details of the event leading to the complaint and, if appropriate, evidence to support these. ASPIH c/o Executive Business Support Ltd City Wharf Davidson Road Lichfield Staffordshire WS14 9DZ Tel: 01543 442144 Email: membership@aspih.org.uk

Individuals can also review our complaints process on the ASPIH website

9. Limitation of Liability

The Association and its directors and executive committee officers, and agents shall not be liable for any direct, indirect, incidental, special, or consequential damages resulting from your membership or use of the Association's resources.

10. Governing Law

These Terms shall be governed by and construed in accordance with the laws of England, without regard to its conflict of law provisions.

11. Amendments

The Association reserves the right to amend these Terms at any time by posting the updated Terms on its website or by notifying members directly. Your continued membership after any such changes constitutes your acceptance of the new Terms.

Appendices (available on the ASPiH website)

- Privacy Policy
- Data retention policy
- Byelaws
- Complaints policy