

The logo for the British Association for Counselling & Psychotherapy (BACAP) features the lowercase letters 'bacp' in a teal, sans-serif font. The letters are closely spaced, with the 'a' and 'c' having a unique, rounded shape.

British Association for
Counselling & Psychotherapy

An invitation to organisational membership
Application Pack

Organisational membership with BACP

Membership of BACP is an excellent way in which to demonstrate your organisation's commitment to the safe and ethical delivery of counselling and psychotherapy services. Members of BACP have access to a wide range of services from the largest professional body for counselling and psychotherapy in the UK.

All members are bound by BACP's *Ethical Framework for Good Practice in Counselling and Psychotherapy* and *Ethical Guidelines for Researching Counselling and Psychotherapy* where research is undertaken either by the organisation or any practitioner(s) within it.

The following categories of membership are available to organisations:

Local voluntary or charitable

If your organisation is a voluntary and/or registered charity working in one location such as a neighbourhood, town or county, or is a county-based, local authority run, educational establishment, or non-commercial university, then this category of membership is applicable.

National voluntary or charitable

If your organisation is a voluntary and/or charitable organisation which covers more than one county, then this category of membership is applicable.

Commercial

If your organisation is a local or national commercial organisation and/or educational establishment (ie profit making) then this category of membership is applicable. Partnerships, limited companies, sole traders and any other organisations that are not voluntary or charitable should apply as commercial organisations.

Benefits of membership

Journals

All BACP members receive the Association's two main journals as part of their membership subscription. These are the *therapy today* magazine and the *Counselling and Psychotherapy Research (CPR)* journal. *Therapy today* keeps members updated on news and views across the profession both inside and outside BACP. There are 10 editions of *therapy today*, containing approximately 28 invaluable advertising pages of recruitment, courses and continuing professional development opportunities. As an organisational member you will receive two copies of *therapy today*. The quarterly CPR links international research to practice, environment and experience, working to bridge the 'research-practice gap'.

Publications

Besides journals, BACP also publishes newsletters, directories, reports and booklets. These publications are available to BACP members at preferential rates and can be purchased from the BACP membership department or securely online. BACP journals and the *Ethical Framework for Good Practice in Counselling and Psychotherapy* are also available on audio cassettes or on a dedicated website, a service we offer to our visually impaired members. As part of its campaigning remit, BACP also publishes material in print and electronically which educates the public on the benefits of counselling and psychotherapy and also promotes ethical practice for the purposes of public protection and lobbying. A number of these publications are available to members and the public free of charge in order to encourage the widest dissemination of our key messages.

Divisions

Many individuals and organisations choose to enjoy additional benefits by joining one or more of our divisions. Membership of these divisions is only available to BACP members and additional payment is required. Full details of these divisions can be found on our website www.bacp.co.uk.

Information and directories

The Information department deals with enquiries about practice and careers in counselling and psychotherapy. Information on locating counsellors, counselling services and supervisors is available, including regional excerpts from the *Counselling and Psychotherapy Resources Directory*. There are also information sheets available on a variety of counselling and psychotherapy issues. The BACP Information department produces two directories – the *Training in Counselling and Psychotherapy Directory* and the *Counselling and Psychotherapy Resources Directory (CPRD)*. Both offer national promotion for the contributors. The *Training in Counselling and Psychotherapy Directory* is the UK's most comprehensive index of training courses in counselling and psychotherapy. BACP members receive a discount when purchasing the directory, which is published annually in April. The *Counselling and Psychotherapy Resources Directory (CPRD)* lists numerous counselling service providers, including more than 3,000 of our members. All entrants to this directory submit their details on an application form and pay an entry fee. For more information and an application form, please visit www.bacp.co.uk or contact our Information department on 01455 883334.

Events

National and regional events are held throughout the year, offering a valuable package of presentations, seminars, academic papers and workshops. Regional and national training seminars and workshops are led by skilled and experienced trainers and are held on a range of professionally related topics. Accreditation workshops are regular events in our extensive programme and are led by members of BACP's professional standards assessment team. Organisational members receive preferential rates on up to five places at BACP events, and members of divisions receive special rates on their own events. Details of upcoming events are in BACP journals and at www.bacp.co.uk.

BACP website

BACP's website is an effective communication and information service for all users. As an organisational member you can apply to have up to five registered users who can access this area. Online membership services and all major documents, articles and public statements from BACP are available at www.bacp.co.uk

Application guidance

The following information is designed to make the application process as straightforward as possible. Please read the guidance notes before completing the form, referring to the relevant sections for assistance.

Important information

Organisational membership of BACP runs for 12 months from the date of confirmation that your application for membership has been formally accepted. A renewal notice will be issued annually in advance of your subscription expiry.

Please allow up to 28 working days for the processing of your application. Errors, omissions, insufficient information or under/non payment will delay your application until rectified. An administration charge of £15 will be deducted from any refund if the application is withdrawn and no error occurred on the part of BACP.

All membership applications are subject to BACP's vetting/checking procedures. This is to ensure that standards for membership of BACP, and the profession, are maintained.

**Section 1
Organisation details**

Please complete with the full details of your organisation putting N/A if any part does not apply. Tick only one box for the classification of your organisation.

Organisation application form for BACP membership

Please complete the form in block capitals.

Organisation details

Organisation name

Organisation postcode

Organisation address

.....

.....

Organisation telephone number

Organisation fax number

Organisation general email

Organisation website

Year organisation established

Classification of your organisation (please tick ONE only)

School or 6th form college

College of Higher Education

College of Further Education

University

Local authority (not educational establishment)

NHS trust primary healthcare

NHS trust secondary healthcare eg hospitals

NHS tertiary healthcare

Other primary healthcare

Other secondary healthcare

Other tertiary healthcare

Other private healthcare

Private NHS provider

Private practice

Commercial

Workplace counselling

Voluntary agency/organisation providing service within the NHS

Voluntary or not for profit

Pastoral or spiritual settings

Other: please give details if not covered by the above

.....

2 Details of person/persons responsible for your organisation

For the purpose of this application please read the guidance notes before completing this section for our definition of who is responsible for your organisation.

Surname

Forename(s)

Contact telephone

Fax

Email

Position/title
eg Chief Executive, Principal, Chair of Board of Governors, Partner

Surname

Forename(s)

Contact telephone

Fax

Email

Position/title
eg Chief Executive, Principal, Chair of Board of Governors, Partner

Surname

Forename(s)

Contact telephone

Fax

Email

Position/title
eg Chief Executive, Principal, Chair of Board of Governors, Partner

Section 2
Details of person/persons responsible for your organisation
Please provide the details of the person/persons who are responsible for your organisation. This means the person/persons who are liable to give account of the actions of the organisation and/or anybody providing services for and/or on behalf of the organisation.

In the case of a college counselling service, the person responsible would be the Principal/Head Teacher. If your organisation is a partnership you must provide the details of ALL the partners. For a limited company you must provide details of all the registered directors and for a sole trader, details of the sole trader. A separate sheet may be used if further space is required.

Progress

1	2	3	4	5	6	7	8	9	CHECK
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Section 3
Registered charities, limited companies and umbrella organisations

Please provide the details of your limited company or registered charity as held by Companies House or the Charities Commission. If you are a subsidiary or a department within a company/organisation you must provide the details of the main company/organisation.

If you are listed as a limited company AND a registered charity please provide both numbers.

Registered charities, limited companies and umbrella organisations

Limited company/registered charity/umbrella organisation* name

.....

Limited company/registered charity/umbrella organisation* address

.....

Limited company/registered charity/umbrella organisation* telephone

.....

Limited company/registered charity/umbrella organisation* fax

.....

Limited company/registered charity/umbrella organisation* email

.....

Limited company/registered charity/umbrella organisation* website

.....

Limited company number

Registered charity number

* delete as appropriate

Section 4
Organisation contact person

Each organisation applying must nominate a suitable contact person willing to act as a membership coordinator and a point of contact within the organisation for BACP. The contact person will be responsible for ensuring that the BACP *Ethical Framework for Good Practice in Counselling and Psychotherapy and Memorandum and Articles of the Association* are brought to the attention of, and available to, all people providing services for and/or on behalf of the organisation.

For partnership organisations the contact person must be one of the partners and similarly the sole trader must be the contact person. All other types of organisations must provide a contact person as detailed above.

All correspondence and BACP magazines and journals will be addressed to this person. Any change of contact person must be notified in writing, on headed paper, and signed by the new contact person. BACP will not discuss the organisation's membership details with anyone other than the nominated contact person, unless otherwise authorised to do so in writing.

Organisation contact person

Please read the guidance notes carefully before completing this section for our definition of the contact person and the responsibilities this involves.

Surname

Forename(s)

Title (Mr/Mrs/Miss/Ms)

Business address

.....

.....

Contact telephone number

Job title/position

If you are a current member of BACP please quote your membership number:

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Organisational profile

Type of service offered by your organisation:

Counselling and/or psychotherapy services to clients

Direct services to counsellors and/or psychotherapists

Training to counsellors and/or psychotherapists

Having personnel who use counselling skills in the course of their work

Other

Total number of staff:

0 – 5

6 – 9

10 – 14

15 – 19

20+

30+

Number of qualified practitioners employed:

0 – 5

6 – 9

10 – 14

15 – 19

20+

30+

Number of qualified practitioner volunteers:

0 – 5

6 – 9

10 – 14

15 – 19

20+

30+

Theoretical models used:

Gestalt

Humanistic

Integrative

Person-centred

Psychodynamic

Cognitive behavioural therapy

Other

Section 5 Organisational profile

Please give as much detail as possible about your organisation's profile, including details of your organisation's counselling and psychotherapy services, as this will assist BACP in a more efficient delivery of services to your organisation.

For the purposes of this application, we regard 'qualified' as having completed a minimum of a one year full-time or two year part-time counselling and/or psychotherapy course that included a supervised placement.

Continued overleaf...

Areas of specialist interest to your organisation:

Please indicate your specialist interests by ticking the relevant boxes.

- Abuse
- Addiction
- Adoption
- AIDS/HIV
- Anthology
- Anxiety
- Bereavement
- Cancer
- Careers
- Children and young people
- Coaching
- Confidentiality
- Contract
- Cultural issues
- Depression
- Disability
- Eating disorders
- Employment
- Ethics
- Gender
- Guidance
- Healthcare
- Higher/Further Education
- Identity problems
- Infertility
- Mental health
- Minority issues
- Obsessions
- Online counselling
- Pastoral
- Phobias
- Post-traumatic stress
- Primary care
- Private practice
- Relationships
- Secondary care
- Sex
- Sexuality
- Spirituality
- Stress
- Supervision
- Telephone counselling
- Tertiary care
- Training
- Trauma
- University
- Workplace counselling

Continued overleaf...

5

Areas of professional interest to your organisation:

- Accreditation of course
- Accreditation of service
- Conferences, seminars, other events
- Continuing professional development
- Ethical matters
- Good practice guidance
- Government regulation of the profession
- Information technology
- Legal issues
- Publications
- Research
- Training and education

How did your organisation learn about BACP?

- BACP magazine
- Other publication
- BACP website
- Other website
- Recommended by a BACP member
- Recommended by an employee/volunteer
- BACP mailing
- Other

What is your organisation's main reason for joining BACP?

- Ethical frameworks
- Indemnity insurance discount
- Information on ethics and practice
- Status that membership gives to your organisation
- Therapy today* magazine
- Contractual requirement

Does your organisation have membership of any of the following professional bodies?

- BAP
- BCP
- BPS
- COSCA
- IACP
- UKCP
- Other counselling/psychotherapy body

Section 5 Continued

**Section 6
Organisation internal policies and procedures**

It is in the best interests of all BACP organisational members, and the profession as a whole, that certain policies and procedures are in place to ensure certain minimum standards are observed. Therefore, the first three policies and procedures are mandatory to all applying organisations. If, subject to the size of the organisation, it is considered that any of these three policies and procedures are not applicable, you must provide an additional statement detailing which ones are not applicable, giving reasons as to why this is the case.

The list of policies and procedures detailed is not exhaustive. You may wish to visit the following websites for further guidance on these issues:

www.ncvo-vol.org.uk

(National Council for Voluntary Organisations)

www.acas.org.uk

(Advisory, Conciliation and Arbitration Service)

www.eoc.org.uk

(Equal Opportunities Commission)

www.crb.gov.uk

(Criminal Records Bureau)

Organisation internal policies and procedures

Please indicate which of these policies and procedures are in place and fully implemented within your organisation (the first three policies and procedures are mandatory).

- 1. Internal complaints procedure
- 2. Grievance and disciplinary procedure
- 3. Equal opportunities policy
- 4. Policy and procedure for client assessment
- 5. Policy and procedure for supervision
- 6. Employee vetting procedures, including CRB checks

Policies and procedures declaration

I confirm that the policies and procedures indicated above are in place and fully implemented. Further, that these are available and accessible, as appropriate, to all relevant persons using the premises, or providing services on behalf of the organisation.

Contact signature Date

Contact name
(please print)

**Section 7
Disclosure**

Please answer ALL of the questions in this section. This section relates to both the organisation and anybody providing services within and/or on behalf of the organisation. BACP must be advised immediately of any changes, in the future, to the information disclosed now.

Expulsions from another professional body, having been the subject of a disciplinary review by another body, or having been prosecuted for an offence are not necessarily a bar to membership of BACP. However, failure to disclose any such information, or the submission of false declarations, may result in the termination of membership of this Association.

Applications containing such declarations and/or disclosures concerning relevant matters will be submitted to a panel for consideration under the normal procedures outlined in the *Memorandum and Articles of the Association*.

Disclosure

It is important that you complete this section in full. Please note that disclosure of any information does not automatically exclude your organisation from BACP membership. However, failure to disclose such information may result in a refusal or termination of membership.

Has the organisation, or anybody providing services within and/or on behalf of the organisation, ever been prosecuted with any offence? **Yes / No**
If yes, please declare on an attached statement and supply a copy of the charge.

Has the organisation, or anybody providing services within and/or on behalf of the organisation, ever been refused/expelled services from membership of any professional body/register on the grounds of professional misconduct or similar? **Yes / No**
If yes, please declare on an attached statement and supply a copy of the findings/record and/or of any sanction imposed.

Has the organisation, or anybody providing services within and/or on behalf of the organisation, ever been the subject of any professionally related disciplinary action and/or any criminal, civil, investigatory proceedings and/or enquiries? **Yes / No**
Please declare on an attached statement.

Is the organisation, or anybody providing services within and/or on behalf of the organisation, currently or likely to be the subject of any professionally related disciplinary action and/or criminal, civil, investigatory or disciplinary proceedings and/or enquiries? **Yes / No**
Please declare on an attached statement.

Progress

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Contact declaration and signature on behalf of the organisation

1. On behalf of the organisation, I have read, understood and confirm that the organisation will uphold and abide by the Association's *Ethical Framework for Good Practice in Counselling and Psychotherapy* as amended from time to time. I also confirm that the organisation will uphold and abide by the *Ethical Guidelines for Researching Counselling and Psychotherapy* as amended from time to time, if any work involves conducting research in the field of counselling and psychotherapy. I understand that the organisation will be subject to the Professional Conduct Procedures and the associated protocols of BACP should any complaint arise against the organisation during its period of membership. I confirm that the organisation will observe BACP's *Memorandum and Articles of the Association* and regulations for the time being in force.
2. On behalf of the organisation, I confirm that the aforementioned Ethical Framework(s) (as applicable to this organisation's service), has been fully and properly filtrated throughout the organisation and that all services will be delivered in accordance with it. I also confirm that the Ethical Framework(s) is/are available within the organisation for all users of the services delivered by the organisation. Furthermore, the organisation accepts that it may be jointly and severally liable to BACP for any complaints that may arise against any staff/volunteers and/or others who deliver any services on behalf of the organisation.
3. I confirm that the organisation, and/or anybody providing services for and/or on behalf of the organisation, does not have any judgement made against it/them that might prejudice the public's trust in it/them, and/or the profession and/or BACP if accurately informed about all the circumstances of the case, OR, I attach details of any prosecutions and/or any other information to be taken into account in considering this application for membership.
4. I confirm that the organisation, and/or anybody providing services for and/or on behalf of the organisation, has not been refused membership of a professional body and/or register on the grounds of professional misconduct or similar in a related field, OR, I attach details of matters or sanctions relating to professional misconduct or similar to be taken into account in considering this application for membership.
5. All relevant pending investigatory or professionally related disciplinary proceedings or enquiries are declared on an attached sheet.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorise officers of BACP to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement, falsification of accompanying evidence or collusion may lead to disciplinary action being taken against the organisation which may result in the termination of the organisation's membership of BACP. I understand that failure to disclose on application or during the period of membership could lead to disciplinary action being taken against the organisation which may result in the termination of the organisation's membership of BACP.

Section 8 Contact declaration and signature on behalf of the organisation

Please read through the contact declaration carefully. By signing, dating and returning this application form on behalf of the organisation, you will be deemed to have accepted the terms and conditions of membership of BACP. The declaration emphasises that it is the responsibility of the contact person to notify BACP immediately of any changes in the future, to the information they have provided or declared on this application. This is with regard to the organisation itself or the person/persons who provide services for and/or on behalf of the organisation.

The contact person, on behalf of the organisation, must ensure familiarisation with the BACP's *Ethical Framework for Good Practice in Counselling and Psychotherapy*, together with the *Professional Conduct Procedure*, and that they are brought to the attention of, and available to, all persons providing services for and/or on behalf of the organisation, including users of the service.

If your organisation's work involves research into counselling and psychotherapy, you are responsible for familiarising yourself with the *Ethical Guidelines for Researching Counselling and Psychotherapy* on behalf of the organisation and ensuring that it is appropriately disseminated amongst all staff, volunteers and any other persons. These are available to download from the BACP website at www.bacp.co.uk. If you cannot access the document from the website, a copy is available on request from Membership Services on 01455 883300.

Continued overleaf...

Section 8 Continued

- 7. I understand that payment of subscriptions does not constitute acceptance of this application to join BACP.
- 8. I understand that there may be occasions when it is necessary and/or appropriate to share information about the organisation with other regulatory bodies for the purpose of regulation and in the interest of the public protection.
- 9. I further understand that the data provided in this application may be used for statistical and/or research purposes to better enable BACP to further its charitable aims.
- 10. On behalf of the organisation, the designated contact person agrees to notify BACP immediately or at the earliest opportunity of any changes relating to any of the above.

Contact signature: Date:

Contact name:
(please print)

Progress

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9 Membership category and payment

BACP membership category applied for (please tick one):

Local voluntary or charitable

National voluntary or charitable

Commercial

Divisions

Membership of any divisions is additional to BACP membership. Each of these interest groups is profiled at www.bacp.co.uk or in the enclosed leaflet. Please indicate which divisions you would like to join.

ACW – Association for Counselling at Work

AIP – Association for Independent Practitioners

APSCC – Association for Pastoral and Spiritual Care and Counselling

AUCC – Association for University and College Counselling

CCYP – Counselling Children and Young People

FHCP – Faculty of Healthcare Counsellors and Psychotherapists

Membership fees

Postage: UK delivery address – postage and packaging is included in your subscription. Non-UK delivery address – £19.

Total fees payable:

Main membership	£	<input type="text"/>
Divisions	£	<input type="text"/>
Postage (non-UK £19)	£	<input type="text"/>
Donation	£	<input type="text"/>
Total	£	<input type="text"/>

Section 9 Membership category and payment

Local voluntary or charitable
If your organisation is a voluntary and/or registered charity working in one location such as a neighbourhood, town or county, or is a county-based, local authority run, educational establishment, or non-commercial university, then this category of membership is applicable.

National voluntary or charitable
If your organisation is a voluntary and/or charitable organisation which covers more than one county, then this category of membership is applicable.

Commercial
If your organisation is a local or national commercial organisation and/or educational establishment (ie profit making) then this category of membership is applicable. Sole traders, partnerships, limited companies and any other organisations that are not voluntary or charitable must apply as commercial organisations.

If you are unsure about which category to apply for please contact Membership Services.

Continued overleaf...

Final checklist

I have:

- Fully completed section 1
- Completed section 2 with all details
- Completed section 3 if applicable
- Completed all details in section 4
- Completed, signed and dated section 6 and 8
- Completed section 7 in full
- Attached any required supporting evidence
- Indicated the category we are joining
- Indicated any divisions we wish to join
- Enclosed the correct payment

Please return your completed application to:

Membership Services, BACP, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB

If you have any further queries regarding this form please contact Membership Services on 01455 883300.

Data Protection Act

BACP is licensed under the Data Protection Act to hold the data you provide for purposes of maintaining your membership – as a service to you and condition of membership we will send you information about BACP events, services and products that may be of professional interest. We may also work with BACP subsidiaries and carefully selected third parties to send you further information – we will not allow these organisations to use or store your data for any other purpose. Please tick the appropriate box to indicate if you would like to receive relevant information, including electronic communication, from BACP subsidiaries and carefully selected third parties. Yes No

Final checklist

Please use this checklist to ensure that you have completed all sections of the form correctly. Please note that any omissions may delay your application, as we will need to write to you for further clarification.

If you have any further queries regarding this form please contact Membership Services on 01455 883300.

Please return the completed application to:
 BACP
 BACP House
 15 St John's Business Park
 Lutterworth
 Leicestershire
 LE17 4HB

June 2007

Progress

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Divisional membership with BACP

Many organisations choose to enjoy additional benefits by joining one or more BACP Divisions in addition to their membership.

Association for Counselling at Work

ACW is the professional home for counsellors in workplace settings and the forum for all professionals with an interest in counselling, employee support and psychological health at work. ACW exists to promote best practice in professional counselling and the provision of employee support, providing a mutual support network for individuals and organisations working in this area. ACW achieves this by facilitating local networks and disseminating information through the *Counselling at Work* journal, conferences, local consultation events, the ACW website and dissemination of research.

For more information on the work of ACW and the benefits of membership visit our website:
www.counsellingatwork.org.uk.

Association for Independent Practitioners

AIP represents the interests of independent practitioners, whether in private practice – at home or in the office – or working independently within an organisation, or within the voluntary sector. Practitioners with a portfolio of work areas are also welcomed.

AIP provides a wide range of training opportunities in different geographical locations, a quarterly journal to keep members up to date with the world of counselling and provides both articles and discussion columns. AIP is committed to reducing the loneliness of the independent practitioner and to providing the information and support necessary for the modern professional practitioner.
www.aiponline.org.uk

Association for Pastoral and Spiritual Care and Counselling

APSCC seeks to promote the values of the spiritual dimension, pastoral care and counselling as significant elements in the life, health and development of individuals and their communities. APSCC encourages the recognition of pastoral care and counselling as distinct yet complementary practices. Members work in both voluntary and paid sectors, may be lay or ordained and come from a broad range of professional backgrounds.

Association for University and College Counselling

AUCC promotes student counselling as an integral part of the educational process of institutions of further and higher education. It aims to do this through the establishment and development of counselling networks both within and without the institution. There is also a Special Interest Group on staff counselling, which maintains strong links with ACW. AUCC seeks to promote and foster good practice through research, dissemination of knowledge, resource provision and by establishing contact with other organisations sympathetic to its aims. Members have access to up-to-date national and international information, research and publicity material to support them in their work.
www.uacc.uk.com

Counselling Children and Young People

CCYP promotes, develops and supports counselling and psychotherapy for young people in a wide range of settings, including educational and youth establishments. CCYP is committed to ensuring that all young people have access to professional counselling. The division seeks to create a climate where CCYP is recognised as the expert body on counselling for children and young people. The division's work includes best practice guidance, conference and events planning, and advising members and BACP staff on ethical issues and questions about counselling and psychotherapy for children and young people. Members include teachers, educational psychologists, youth workers, Connexions advisors and social workers, as well as counsellors and psychotherapists.
www.ccyp.co.uk

Faculty of Healthcare Counsellors and Psychotherapists Limited

FHCP provides a forum for those involved with counselling in GP surgeries, hospitals and a wide-range of healthcare settings. FHCP provides training for counsellors and psychotherapists working in all professional healthcare settings with a view to maintaining a commendable standard of practice and service delivery. Membership of FHCP includes counsellors and psychotherapists working in healthcare, doctors and nurses using counselling skills as part of their work and purchasers/providers of counselling and psychotherapy services in healthcare settings.
www.fhcp.org.uk

Subscriptions run concurrently with main BACP membership. If you wish to join any of these Divisions then please indicate on the application form and include additional payment.

Division	Organisation Fee
ACW	£75
AIP	£40
APSCC	£25
AUCC	£120
CCYP	£35
FHCP	£50

Instruction to your bank or building society to pay by direct debit

Please complete this form in black ink and send it to:
British Association for Counselling and Psychotherapy,
BACP House, 15 St John's Business Park, Lutterworth,
Leicestershire LE17 4HB

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank/building society

To: the manager of <small>Bank/building society</small>
Address
Postcode

Membership number

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Originator's Identification Number

8	3	6	3	1	0
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For BACP official use only.

This is not part of the instruction to your bank or building society. Payment will be taken on or around the 25th of the due month.

Instruction to your bank or building society

Please pay the British Association for Counselling and Psychotherapy direct debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BACP and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept direct debit instructions for some types of account.

This guarantee should be detached and retained by the Payer.



The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, the British Association for Counselling and Psychotherapy (BACP) will notify you a minimum of 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by BACP or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to BACP.



