



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
t: 01786 475 140 f: 01786 446 207
e: info@cosca.org.uk w: www.cosca.org.uk

COSCA MEMBERSHIP RENEWAL CHANGES FROM 1 APRIL 2017

Currently, membership of COSCA is renewed by the submission of the membership fee and the signed and fully completed membership renewal application form. With a view to making it easier for members to renew their membership, the changes outlined below have been made to the renewal system.

With effect from 1 April 2017, members will not be required to submit the above completed membership renewal application form. Instead, members will receive three weeks in advance of their membership renewal date, the following:

- a membership renewal letter
- COSCA Membership Renewal Terms & Conditions and Information

Members will then be able to renew their membership by the submission of the appropriate membership fee and by agreeing to the above terms and conditions prior to their membership expiry date. The submission of the membership renewal fee is a statement that members have read, understood and agree to the COSCA Membership Renewal Terms & Conditions and Information document. There will be no need to send any forms back to COSCA to renew your membership.

In accord with the terms and conditions document, please follow the guidelines for making your membership fee payment.

On receipt of the membership fee, membership will be renewed and, if Registrants, their names will continue to be listed on the Register of Counsellors and Psychotherapists.

On www.cosca.org.uk – Membership – Individuals, you will find the COSCA Membership Renewal Terms & Conditions and Information generic document for individual members. On www.cosca.org.uk - Membership – Organisations, you will find the COSCA Membership Renewal Terms & Conditions and Information generic document for organisational members. Three weeks in advance of your membership renewal date, you will receive a specific Terms & Conditions document relevant to your category of membership.

Regarding the annual renewal of accreditation as a counsellor and/or trainer, accredited members (counsellors and trainers) will still be required to submit their annual renewal of accreditation form. However, the submission date for this will be one month in advance of their membership renewal date to allow time for checking the evidence submitted.

Brian Magee, COSCA Chief Executive



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COSCA MEMBERSHIP RENEWAL TERMS & CONDITIONS and INFORMATION

This is a generic document. The document you will receive prior to renewing Organisational membership will be tailored to your category of membership.

This Terms & Conditions document tells you the terms and conditions on which you can renew your organisation's membership of COSCA (Counselling & Psychotherapy in Scotland) and provides other information relevant to COSCA organisational membership.

Please read these Terms & Conditions carefully and make sure that you understand them before renewing your organisation's membership. Please note that by submitting your membership fee, you are automatically agreeing to the declaration below.

Failure to disclose relevant information could result in your suspension or removal from the COSCA Directory of Member Organisations. Please advise COSCA if you are unable to make the following declaration:

DECLARATION:

I confirm that this COSCA Member Organisation:

- ✓ complies with the information contained in the Terms & Conditions document
- ✓ offers services related to counselling and psychotherapy
- ✓ abides by COSCA's Memorandum and Articles of Association and Statement of Ethics and Code of Practice
- ✓ complies with COSCA's requirements for Complaints Procedures – www.cosca.org.uk – Complaints – COSCA Standards for Complaints Procedures
- ✓ has in place a fully implemented, accessible and internal Complaints Procedure and Equal Opportunities Policy
- ✓ will inform COSCA if it is the subject of any professional complaint
- ✓ has submitted the relevant fee.

INFORMATION

➤ **Complaints Procedure**

- ✓ COSCA recommends that you read the COSCA Complaints Procedure to familiarise yourself with its contents and requirements as a COSCA organisational member – www.cosca.org.uk – Complaints.
- ✓ Your own Complaints Procedure must comply with COSCA's Standards for Complaints Procedures – www.cosca.org.uk - Complaints.
- ✓ All members with an online presence and who have their own Complaints Procedure must make it accessible online and/or via their website. Those members who do not have their own Complaints Procedure and who do have a website or online presence are required to clearly refer to the COSCA Complaints Procedure and indicate clearly that this procedure should be used in the event of a complaint against them.

➤ **COSCA Membership**

All organisational members who have their own online presence and printed literature are expected to clearly show therein that they are members of COSCA. The COSCA logo can be used for this purpose, available from the COSCA office. Please refer to www.cosca.org.uk – Members Info - COSCA Logo: Acceptable Use Policy.

➤ **Audit of COSCA Member Organisations**

COSCA will carry out an annual audit to check that members have met all the annual renewal requirements. If selected, you will be required to submit further evidence of your compliance with COSCA's standards for membership. Please see www.cosca.org.uk – Members Info – **Audit of COSCA Member Organisations.**

➤ **Payment of your membership fee: you can pay:**

by cheque/postal order/cash – cheques to be made payable to 'COSCA (Counselling & Psychotherapy in Scotland)'

If paying direct to the COSCA bank, the required information is:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account No. 70174110

Account name: COSCA (Counselling & Psychotherapy in Scotland).

A bank payment reference is required to help us to easily identify the payment of your membership fee. You should use the following to show in the COSCA Bank Statement:

Your name; your membership number; and the word 'membership'.

➤ **Certificate of Membership:**

You may request a certificate of membership by emailing marilyn@cosca.org.uk or danielle@cosca.org.uk

- **Changes to Members' Information held by COSCA:**
 - ✓ Changes to your contact details should be notified to COSCA.
- **Donations:**

COSCA welcomes donations from its members and benefactors.
- **The COSCA Statement of Ethics and Code of Practice**

All members of COSCA are required to abide by the COSCA Statement of Ethics and Code of Practice – www.cosca.org.uk – Ethics.
- **The COSCA Constitution – The COSCA Memorandum and Articles of Association and Standing Orders** may be requested from the COSCA office.
- **The COSCA Journal – *Counselling in Scotland***

The COSCA website – www.cosca.org.uk – Journal – contains extracts and Journals more than 2 years old, which you may find of interest. You may request a copy of the current Journal from the COSCA office. This is free. A charge of £2.00 is made for p&p which should be submitted with your request for the current Journal. You will receive the next published Journal by post.

COSCA (Counselling & Psychotherapy in Scotland) reserves the right to amend these Terms & Conditions at any time.

Brian Magee
COSCA Chief Executive

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