



### **Terms and conditions**

**Please read the following terms and conditions of RE Today Services subscriptions and associated services carefully. By joining RE Today Services you agree to adhere to our terms and conditions. Failure to do so may lead to the immediate suspension of your subscription.**

### **Subscription to RE Today**

- (a) Orders for subscriptions can be placed over the telephone, in writing or through the RE Today Services webshop.
- (b) Schools, academies, institutions and organisations can request in writing to be invoiced for their subscription. Payment should be made within 30 days.
- (c) Personal subscriptions must be paid for at the time of order as credit cannot be extended to individuals.
- (d) Subscriptions will be activated at the point of ordering for schools, academies, institutions and organisations, or at the time of payment for personal accounts.
- (e) Each subscription period is 12 months which is agreed at the time of ordering and at renewal.
- (f) There are 3 possible start dates for subscriptions, 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> September.

### **Renewal of subscription (excluding personal subscribers)**

- (a) RE Today subscriptions will automatically renew for another 12 month period if no cancellation is received prior to the renewal date.

(b) RE Today will notify all subscribers of their pending renewal 2 months and 1 month before their renewal date. Subscribers due to renew in September will receive notice 3 months and 2 months prior to renewal due to the summer break.

(c) Subscribers not wishing to renew should inform RE Today Services in writing before their renewal date is reached.

(d) If no instruction to cancel the Subscriptions has been received by the renewal date the subscription will automatically renew and an invoice raised.

(e) Once renewed the subscription cannot be cancelled.

### **Renewal of subscription (personal subscribers)**

(a) RE Today Services will notify all subscribers of their pending renewal 2 months and 1 month before their renewal date.

(b) If the subscription is not renewed prior to the renewal date the subscription will automatically lapse and all subscriber benefits will be immediately cancelled.

(c) The subscription can be renewed at any time by contacting RE Today Services to make payment.

### **Cancellations**

(a) All cancellations should be made to RE Today Services in writing via email, post or fax.

(b) No refund will be made if a subscription is cancelled part way through the agreed 12 month period.

(c) The initial subscription order is subject to a 30 day cooling off period. The order may be cancelled at any time within the 30 days. This is not applicable to renewal invoices. Any publications received during this time should be returned in their original condition.

### **Invoicing (non-subscription orders)**

(a) All schools, academies, institutions and organisations can request to be invoiced for any goods and/or services ordered through RE Today Services. A complete invoice address must be given with all orders.

(b) Payment should be made within 30 days of the invoice date.

(c) Credit cannot be extended to personal subscribers or customers ordering goods and/or services. Payment must be made at the time of order. Goods will only be despatched upon receipt of payment.

### **Payment**

(a) RE Today Services accept the following forms of payment for subscriptions and other goods and services:

- i. Cheque (payable to RE Today Services)
- ii. Credit/debit card – We do not accept American Express
- iii. Bank transfer

(b) All bank and company details can be requested at any time by contacting RE Today Services on 0121 472 42 42.

### **Courses**

(a) RE Today subscribers are entitled to a £30 discount on bookings for courses run by RE Today Services.

(b) Discount is applicable on all RE Today one-day courses. The discount is not applicable to conferences run by NATRE or RE Today Services. Discounts will not be added retrospectively with the exception of errors on the part of RE Today Services.

(c) All course places must be booked in advance of the course date. Schools can request to be invoiced for the course, personal subscribers must make payment at the time of booking.

(d) In the case of a course becoming impractical due to circumstances beyond the control of RE Today Services, courses may be

cancelled at the discretion of RE Today Services. In this instance all attendees will be contacted and offered an alternative course place or given a full refund where payment has already been made. Where possible at least 15 days' notice will be given.

(e) If a delegate is unable to attend a course due to unforeseen circumstances, notice must be given to RE Today Services in writing prior to the date of the course. Cancellation fees may apply as per table below:

<b>Cancellation period</b>	<b>Charge</b>
3 months or more	No charge
1-3 months	£25
15-28 days	50% of course fee
8-14 days	75% of course fee
1-7 days	100% of course fee

(f) To claim the course discount, subscribers must ensure they book their course place during their subscription period. This cannot be claimed should their subscription expire.

(g) Subscribers agree that any materials they are given at the conference are not to be circulated beyond their school or organisation.

### **RE Today publications discount**

(a) RE Today subscribers receive a 10% discount on all RE Today Services publications.

(b) Discount will be applied at the time the order is placed. Discounts will not be added retrospectively with the exception of errors on the part of RE Today Services.

(c) Discount is not applicable to any titles not published by RE Today Services, or in conjunction with any other special offers or discounts.

### **Delivery of goods**

(a) If the buyer does not receive all the goods as specified on the original order then the buyer must notify RE Today Services in writing within 14 working days from the date of

delivery. If the buyer does not inform RE Today Services in writing within the specified time then no liability will be attached to RE Today Services. In the event any loss or damage is suffered by the buyer as a result of delivery, credit shall be limited to the price of the goods not delivered or the cost of replacement resources.

(b) If the buyer does not take delivery of the resources or give RE Today Services adequate delivery instructions then no duty of care shall apply, and RE Today Services will not be liable for any loss or damage or deterioration of the resources.

(c) Risk of damage or loss of the resources shall pass to the buyer on delivery or, if the buyer fails to take delivery of the goods, at the time when the Supplier has tried to deliver the goods.

(d) Title shall pass to the buyer on delivery of the goods.

(e) Failure to provide the correct address before goods are despatched may lead to an additional postage charge.

(f) For full terms and conditions for orders placed with RE Today Services, and your statutory rights, please visit:  
<http://shop.retoday.org.uk/re-terms/>

### **RE Today termly mailings**

(a) RE Today subscribers will receive termly mailings from RE Today Services for the duration of their subscription.

(b) Mailings will consist of *REtoday* and, dependent on your subscription, primary and/or secondary curriculum books and the *British Journal of Religious Education*.

(c) All materials should arrive within the first 2 weeks of each term. You should expect to receive a mailing in January, April and September.

(d) If you do not receive any items you are due you have 90 days from the expected due

date (first day of term) to make a claim to RE Today Services.

(e) Any mailings not received due to incorrect details having been provided by the subscriber may incur an admin charge of £7.50 for a replacement to be sent.

### **Website access and resources**

(a) RE Today subscribers have access to the subscriber area of the RE Today Services website ([www.retoday.org.uk/supplements](http://www.retoday.org.uk/supplements))

(b) The RE Today Services area can be accessed with a password printed on the inside back cover of the *REtoday* magazine OR the subscribers account number.

(c) School subscribers can circulate their log-in details to all staff, but not outside of their school or organisation.

(d) All resources available through the subscriber area can be saved and used by subscribers. Under no circumstances should subscribers circulate these resources outside of their school or organisation.

### **Subscriber discounts**

(a) All discounts offered as part of the RE Today subscription are only valid during the subscription period.

(b) Discounts are non-transferrable.

(c) Discounts do not carry forward. Any discounts not used during the 12 month subscription period will expire.

(d) Discounts will not be added retrospectively with the exception of errors on the part of RE Today Services.

### **Copyright**

(a) All materials received via the RE Today subscription remains © RE Today Services.

(b) School subscribers are permitted to photocopy or distribute materials for use within that school.

(c) Personal subscribers may photocopy resources for use within their classroom.

(d) Where copyright is not outlined within resources supplied by RE Today Services, subscribers may assume this can be used as above.

(e) Any other use of materials requires the written permission of RE Today Services.

### **Privacy**

(a) RE Today Services comply with the Data Protection Act 1998 in the collection, processing, holding and transmitting of your personal information.

(b) Our full privacy policy can be viewed at <http://retoday.org.uk/policies-terms-and-cookie-information>

*RE Today Services reserve the right to make changes to these Terms and Conditions when necessary. If any significant amendments that alter the nature of your agreement with us are made you will receive a notification of these changes.*

*Updated Terms and Conditions can be found at <http://retoday.org.uk/subscriptions>*