



2484 (Bassingbourn) Squadron

Subs Guidelines for new cadets joining September 2018

Dear Parents/Guardians,

We would like to welcome your son/ daughter to 2484 (Bassingbourn) Squadron. Below I would like to outline our Subs Guidelines.

New Starters

Cadets are expected to pay subs from the day they join. Subs are set at £15 a month and are collected via Go Cardless.

All about Go Cardless

Some of you may be users of Go Cardless already to pay for other clubs and associations. It is similar to the system used by some local schools. The company are registered with the Financial Conduct Authority and abide by the BACS direct debit guarantee scheme. Your details are held by Go Cardless and not the Air Cadets or the Squadron. Once set up your son or daughters' subs will automatically be paid each month, and when you give permission for them to attend a chargeable event such as a camp, expedition or social we will email you with the required notice to let you know when we will request payment from your bank.

How does it work?

- We need you to provide us with an email address that we can use in relation to finances.
- You need to confirm the names of the cadet or cadets you are responsible for.
- Via the Go Cardless website we will email you a link to set up a direct debit.
- Using the link in that email you will register your details with Go Cardless.
- Go Cardless will then confirm to the Squadron that you are ready to go.
- The Squadron can then request payment for the items you have given permission for us to claim.
- As with any direct debit we are obliged to notify you in advance of the sum we are requesting and you are able to instruct us or your bank to cancel any payment you are not happy about.

What do you need to do?

Using the email account that you wish to log for use in all future correspondence regarding finances....

1. Confirm the name of the cadet you are responsible in an email.
2. Send your email to...

Treasurer.2484@aircadets.org

3. Then keep an eye out for the email from GoCardless containing the link to complete the mandate.

Leavers

Cadets leaving are expected to pay until the end of the month that they leave.

Eg. A cadet leaving on 1st November would be expected to pay subs in November.

You need to confirm on email to both oc.2484@aircadets.org and Treasurer.2484@aircadets.org that the cadet is leaving. We would then remove you as a customer from the Go Cardless system and no further payments will be taken.

Hardship Cases

We have a policy to ensure that every cadet is offered the same opportunities and experience irrespective of the financial position of the parent/guardian. Parents who are unable to afford the subs should contact the Civilian Committee Chair or OC who will present a case to the Civilian Committee for support on behalf of the parent/cadet.

If you have any questions then please do contact me on the email above.

Kind Regards

Luci Titchmarsh

Treasurer

2484 (Bassingbourn) Squadron