



Royal Society of Arts

Fellowship Terms and Conditions

June 2026

1. Eligibility

- Candidates for admission as Fellows must show a demonstrable interest in supporting and contributing to the RSA's work and share the values set out in the [Fellows' Charter](#).
- You must be 18 years old or above.

2. Term of Fellowship

- Fellowship is granted on an annual basis and is valid for twelve (12) months from the date of registration or renewal.
- Life Fellowship is granted for the lifetime of the named individual and is non-transferable.
- Fellowship becomes active upon approval and receipt of payment in full.
- Honorary Life Fellowship may be awarded by the Board without the usual application process or fees. Honorary Life Fellows have the same rights and responsibilities as other Fellows.

3. Membership Administration

- Fellowship materials, including a welcome pack and card, will be ordered following activation. Delivery may take up to three weeks in the UK and six weeks elsewhere. Fellows must notify the RSA if materials are not received within this timeframe.
- Fellowship cards are personal to the named individual and may not be shared or transferred. Proof of identity may be required.
- Lost Fellowship cards will be replaced only once free of charge. Any subsequent replacement cards may incur a small administrative fee.
- Fellows may be asked to verify their Fellowship status when accessing RSA premises or events.
- Fellows are responsible for keeping their contact details up to date by contacting fellowship@rsa.org.uk with any changes.

4. Fellowship Benefits

- Fellows are entitled to access benefits as outlined on the RSA website.
- The RSA reserves the right to amend benefits at any time. Where possible, notice will be provided in advance of renewal.

5. Fees and Payment

- Fellowship fees must be paid in full and are treated as charitable donations; they are therefore non-refundable.
- As per bye-law 13, we reserve the right to increase the price of your Fellowship donation on an annual basis. If so, you will be informed of any fee increase within your renewal notifications.
- Fellowship fees and associated benefits are reviewed periodically and may be amended at the RSA's discretion.
- The credit/debit card information you provide us for a Fellowship transaction is used solely for the purpose of processing that Fellowship transaction. If we are unable to process payment from the credit/debit card details you have provided we will contact you to verify your card details.
- If you are not using your own credit/debit card to pay for the Fellowship subscription, you must have the permission of the credit/debit card holder before entering payment details. When you join the Fellowship, you are confirming that you have obtained the prior permission of the credit/debit card holder.
- Where payment is made by Direct Debit:
 - payments will be collected on an annual, quarterly or monthly basis;
 - Fellows will be notified at least ten days prior to collection;
 - Fellows must ensure sufficient funds are available;
- If an error has been made in the payment of your Direct Debit by us or your bank/building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when requested to do so by the RSA.
- If there are any changes to the amount, date or frequency of your Direct Debit, the RSA will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- You can cancel a Direct Debit any time by simply contacting your bank or building society.
- Direct Debit is only available with a UK Bank account.
- Where payment is outstanding, the RSA reserves the right to suspend access to benefits.
- Fellows remain liable for any services or benefits used while fees are outstanding.
- Fellowship upgrades may be made at any time, subject to payment of the applicable fee difference.
- Promotional offers are available to new Fellows only, unless otherwise explicitly stated.
- Promotions are non-transferable and have no cash alternative.



- Promotions may not be used in conjunction with any other offer, discount or promotion.
- The RSA reserves the right to withdraw or amend promotional offers at any time without notice.

6. Gift Aid

- Eligible Fellowship subscriptions may qualify for Gift Aid in accordance with HMRC regulations.
- Fellows are responsible for ensuring the accuracy of any Gift Aid declaration and for notifying the RSA of any changes to their tax status. Further details can be found here: [Gift Aid statement](#).
- Further details are provided at the point of declaration.

7. Events

- Access to RSA events may be limited and is generally offered on a first-come, first-served basis.
- Additional terms may apply to specific events.
- Fellows are responsible for the conduct of any guests they invite to RSA events.

8. Conduct and Use of Facilities

- Fellows are expected to behave in a respectful and appropriate manner when attending RSA premises or events.
- Fellows must not engage in behaviour that is disruptive, abusive or brings the RSA into disrepute.
- Fellows are expected to treat RSA staff with respect. Bullying and harassment will not be tolerated.
- The RSA reserves the right to refuse entry, require individuals to leave or revoke Fellowship in cases of misconduct.
- Fraudulent or improper use of Fellowship benefits, including sharing access credentials, is prohibited.

9. RSA House

- Use of RSA House is subject to availability and operational requirements.
- Smoking and vaping are not permitted anywhere within RSA House.
- Illegal substances and any unlawful activity are strictly prohibited.
- Fellows are responsible for the conduct of their guests at all times.



- It is not permitted to take any artworks, books or items belonging to the RSA while on site.
- Photography, filming, and recording of any kind are not permitted in RSA House, without prior consent from RSA staff, and any individuals involved. This includes (but is not limited to) cameras, mobile phones, video equipment, and live-streaming devices. The RSA reserves the right to request the removal of any device being used in breach of this condition.
- Spaces in the House should be used according to their designated function, including the public spaces, laptop-free spaces and so forth.

Fellows Lounge

- The Fellow's Lounge is available for use by RSA Fellows only, guests are not permitted.
- Opening hours are 09:00–17:00, Monday to Friday, subject to change at RSA's discretion. Any changes to access or availability will be communicated via appropriate channels
- Fellows must sign in and out at Reception on each visit and provide valid proof of Fellowship upon request. Fellows will be given a blue lanyard which they are required to wear when using the Lounge, and will return it when they sign out.
- Fellows are given priority access to the Fellows Lounge. At certain times (including weekends, evenings or during private events), the space may be used for alternative purposes.
- The Fellows Lounge is located on Floor 2 of RSA House. Access is limited strictly to the designated Lounge area. All other rooms on Floor 2 are restricted to staff use only and must not be accessed by Fellows.
- Capacity is limited to 17 Fellows. Entry may be delayed or temporarily restricted where the Lounge has reached safe operating limits.
- Use of the Fellows Lounge is subject to a fair use policy of up to four (4) hours per day per Fellow, to ensure equitable access for all users
- The door to Fellowship Lounge must remain open during operating hours.
- The Fellowship Lounge is a shared professional environment intended for informal collaboration, conversation, and quiet working.
- Phone calls, video calls, or virtual meetings are not permitted.
- Audio and video content must be used with headphones and must not disturb other users.
- Food and hot drink consumption is not permitted.

- Fellows using the Lounge are expected to behave in a respectful, courteous and professional manner.
- Disruptive, inappropriate or unsafe behaviour is not permitted.
- Fellows are responsible for their personal belongings at all times.
- Personal belongings must not be used to reserve seating or space. Unattended items may be removed after thirty (30) minutes.
- The RSA accepts no liability for loss, theft, or damage to personal property brought into the Lounge.
- All furniture, fittings and facilities must be treated with care.
- Fellows are expected to leave the space in a clean and tidy condition.
- Any damage caused may be subject to repair or replacement charges. Any issues or concerns should be reported to the Reception Team as soon as possible, by contacting: [0207 451 6855](tel:02074516855).
- The RSA reserves the right to refuse entry or require any individual to leave the Lounge for failure to comply with these Terms.
- Decisions made by RSA management in relation to the use of the Fellows Lounge are final.

Meeting Rooms

- Must be booked and paid for in advance.
- Must be vacated on time and left in good order.
- Extensions are subject to availability and additional charges.
- Capacity limits must be observed.
- Activities take place in a building open to the public and may be visible to a wider audience.
- Use of the venue does not imply RSA endorsement of any speaker, cause, viewpoint or attendee.
- The RSA is not responsible for the views or actions of third-party activities.

Library

- Fellows will need to register with the Librarian to use the RSA's library. If it is your first visit to the library, you will need your Fellowship number, but you can fill in a self-issue form and borrow straightaway.
- Visitors who are not Fellows are welcome to use the library. You will need to fill in a registration form and provide two forms of identification, including one form of photo ID and proof of address.

- We may suspend your access to the service without prior written notice if you are in breach of any of these Terms and Conditions where it is necessary to safeguard staff or library users.
- Library users will be held responsible for any item borrowed.
- Library users are asked to treat others with consideration.
- Books must be returned within the official period of the loan. A normal loan period for books is 3 weeks, after which books can be renewed up to 5 times unless they are wanted by another member. If a Fellow wishes to renew their loan past that, they must return to the library for an on-site renewal and continue doing so every 6 months while the item is in their possession. If a Fellow fails to return a loan for on-site renewal after 6 months, they will not be allowed to loan out another item until the loan has been returned, replaced in kind or paid for. If loans are not returned within one month of the date of request, Fellows shall be liable for the full cost of replacing the book or a standard fee of £30, directly charged onto their Fellowship bill.
- No newspaper or periodicals or supplements/inserts are to leave the library, (unless they are clearly designated as being for loan), they must not be written on or any articles torn out.
- Failure to observe any of the foregoing provisions may, in the first instance be dealt with by a member of library staff or an authorised person, who may take such action as is reasonable in the circumstances including temporarily suspending your use of services or Fellowship.

Co-working Spaces

- The RSA partners with co-working spaces and venues throughout the UK and Ireland to provide opportunities for Fellows outside of London to meet and collaborate.
- All of these spaces must be booked in advance in accordance with local arrangements detailed on the RSA website.
- Fellows making use of the co-working spaces should ensure that they 'check in' each time they use it so that we can monitor usage and monitor contractual arrangements.
- When using co-working spaces FRSA are representing the Fellowship and should always act with courtesy and in accordance with the local rules and regulations in force at each place. Fellows should at all time act in accordance with the Fellowship Charter and code of conduct.



- Any issues that arise, that can't be dealt with at the time by the local co-working staff, should be raised in the first instance to the local Fellowship Engagement Manager for resolution.
- We reserve the right to prohibit Fellows from making use of our partnered co-working spaces should standards fall below those expected.

10. RSA's Online Community Platform, Circle

- The RSA's online community is hosted on a platform called Circle and is exclusive to Fellows.
- Participation on this platform means Fellows agree to our Community Guidelines. Those who don't uphold our guidelines may have posts removed or their account temporarily or permanently suspended without notice.
- Community Guidelines:
 - No personal attacks- challenge ideas, not people. Focus your contributions on the content, arguments, or claims in a post, not on the person. Insults, assumptions about motives, or character attacks will not be tolerated.
 - No harassment, bullying, or discrimination. Treat everyone (including RSA staff) with kindness, dignity and tolerance; do not use slurs, personal attacks, or target protected characteristics.
 - Don't share others' personal information. Do not post names, phone numbers, email addresses, home/work addresses, or other identifying details without explicit permission.
 - No advertising or promotion of for-profit products or services. Posts that primarily function as adverts, solicitations, or lead-generation will be removed.
 - No donation or crowdfunding requests. Do not solicit funds or sales; the RSA is a registered charity.
 - Don't use profanity. Keep language civil and suitable for a professional community.
 - Don't post party-political content. Do not promote political parties, politicians, candidates, or partisan campaigns; discussion of policy ideas is fine.
 - Don't share links that breach these guidelines. All URLs and linked content must comply with the Community Guidelines.
 - Don't spam or cross-post excessively. Do not duplicate the same post in more than three Circle spaces.
 - No non-English posts or comments. Use English to keep discussions accessible to our global Fellowship.



- A three-strike rule (within a 6-month period) will be applied for moderation breaches, after which we may remove you from the platform.

11. Termination

- Termination of Fellowship is governed by the [RSA By-Laws](#) (see Section 13).
- You may cancel your Fellowship by contacting our Fellowship team at fellowship@rsa.org.uk. This should be done in writing at least 30 days before your Fellowship renewal. Cancellations after this will take effect at the end of the current Fellowship period.
- You have a legal right to cancel the contract formed between us (and receive a refund of the Fellowship fees paid) provided that you inform us you wish to cancel within 14 days from the date on which we confirm that your Fellowship has been paid.
- Fellowship fees will not be refunded which have been subject to Gift Aid.
- Life Fellowship is non-transferable and valid only for the named individual.

11. Communications and Data

- The RSA will communicate primarily via electronic means.
- If you unsubscribe from receiving emails from us at any time, the only communications you will receive from us will be those very limited communications which we send by post to administer your Fellowship and the RSA Journal.
- Details of how personal data is used are set out in the [RSA Privacy Policy](#).

12. Contact

The Fellowship Team can be contacted at:

- Email: fellowship@rsa.org.uk
- Phone: [020 7451 6939](tel:02074516939)

Repeated or serious breaches of these Terms of Use may result in suspension or termination of Fellowship benefits.

RSA reserves the right to amend these Terms of Use at any time. The most up-to-date version will always apply.

Version 1, June 2026.