

## British Council “University Short-term Study Guidebook” – Booking Form

Please complete the form and send as a scanned PDF file to:  
[JP\\_BC-SIEM@britishcouncil.org](mailto:JP_BC-SIEM@britishcouncil.org) by **6<sup>th</sup> October 2016**.

<b>Name of institution:</b>		
<i>Authorised person:</i>	<b>Name</b>	<b>Signature</b>
	<b>Tel:</b>	<b>Fax:</b>
	<b>Email:</b>	
<input type="checkbox"/> <b>Please check this box if your institution meets the eligibility criteria.</b> <i>(UK university that meets the British Council Services for International Education Marketing Criteria</i> <a href="https://siem.britishcouncil.org/eligibility-criteria">https://siem.britishcouncil.org/eligibility-criteria</a> )		
<input type="checkbox"/> I would like to place a profile page in the British Council “University Short-term Study Guidebook” produced by the British Council in Japan. I am aware of the fee as stated below and I understand and accept the <b>Terms and Conditions</b> listed on page 2.		

1 Profile page in Japanese	Price
Profile includes: <ul style="list-style-type: none"> <li>• University name, logo, and contact details</li> <li>• Brief information about the university (up to 150 words)</li> <li>• Course information including dates and tuition fees (up to 200 words)</li> <li>• Up to three photographs of the institution/students (the British Council, Japan will select 1-3 photographs that best fit the space)</li> </ul> Institutions will be asked to complete a template. The contents will be translated into Japanese and the design prepared by the British Council.	£600* Translation fee and artwork included *exclusive of applicable VAT

## **Terms and Conditions**

### **Eligibility**

All participating institutions must meet the British Council Services for International Education Marketing Criteria <https://siem.britishcouncil.org/eligibility-criteria>

### **Selection**

Applications will be accepted on a first-come first-served basis. Institutions will be listed in alphabetical order in the guidebook.

### **Acceptance**

The publication of the guidebook is conditional on the British Council receiving a sufficient number of applications. Institutions will be sent confirmation of acceptance (or rejection with reasons for the rejection) once sufficient numbers have been received.

### **Payment schedule**

The British Council will invoice all institutions for the publication fee in early February 2017.

### **Cancellation Policy**

The below cancellation fees will be charged for withdrawal from the publication, as of the date of receipt of notice of withdrawal.

- 50 per cent of the full participation fee for withdrawals received on or after **11<sup>th</sup> October 2016**.
- 100 per cent of the full participation fee for withdrawals received on or after **4<sup>th</sup> November 2016**.

Notice of withdrawal must be supplied in writing by email to [JP\\_BC-SIEM@britishcouncil.org](mailto:JP_BC-SIEM@britishcouncil.org)