

# SERVICES FOR INTERNATIONAL EDUCATION MARKETING

## Application form for the TNE Zone

Contact information			
Institution name			
Contact person			
Title / Position			
E-mail		Telephone	
Representative for the TNE zone counselling			
Name			
Title / Position			
E-mail		Mobile (used in China)	

Please indicate which part of the TNE Zone you wish to participate in.

Date	City	Activity	Please tick to apply
7-8 May	Beijing	Onsite counselling by institution representative or alumni	
		Video screenings	
		TNE booklet	
15 May	Shanghai	Onsite counselling by institution representative or alumni	
		Video screenings	
		TNE booklet	

Please note, places will be allocated on a first-come, first-served basis.

The British Council will charge a participation fee of £200 for all the above three activities. The British Council will charge a participation fee of £50 if UK universities participate in the video screenings or the TNE booklet only.

The participation fee, exclusive of VAT, will cover promotion, co-ordination, production of the Zone, briefing and logistical support during the event.

Please note that the participation fee will not cover international or domestic travel, accommodation, subsistence or freight.

## DECLARATION

I confirm that the above named institution intends to take part in the TNE Zone at the Spring Exhibition 2016. I understand that if this application is accepted, the Terms & Conditions listed below will form a binding contract between this institution and the British Council.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Institution's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution's stamp

## Terms & conditions

### 1. Accredited institutions only

All participating institutions must be accredited by a recognised UK authority.

### 2. Payment schedule

Event participants will be invoiced by the British Council. Payment must be received within thirty days of the invoice date.

### 3. Cancellation

A participating institution may withdraw from the TNE Zone by giving written notice. If an institution cancels at least three weeks prior to **7 May 2016**, it will not be required to pay the British Council any fees in connection with the cancelled services and any fees already paid in respect of such cancelled services will be refunded by the British Council. If an institution cancels less than three weeks prior to **7 May 2016**, it will be required to pay the British Council a percentage of the charges for such cancelled services as set out below:

Notice period	Percentage of charges payable
15 - 20 calendar days	75%
14 calendar days or less	100%

### 4. Terms of service

All institution representatives must abide by the British Council Services for International Education Marketing's terms of service, which can be found at <https://siem.britishcouncil.org/terms-service>