**Vietnam Opportunity**

**2016/17 Study and Career Options workshops**

**Application form for Study and Career Options events**

**Name of institution\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(\*This format will be used in all publicity)

**Main contact :**

**Telephone:**

**Fax:**

**E-mail:**

**Contact address:**

**Please indicate what subjects you would like to present and which city to participate in:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject Area | I would like to take part in: | Anticipated audience no. | Interested level of study | Fee |
| Built Environment(2 & 3 Jun 2016) | [ ]  Ho Chi Minh City[ ]  Hanoi**Subject to present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 70 ~ 100 participants  | Undergraduate & Postgraduate | GBP900 (VAT exclusive) per institution per event at each city |
| Media and Communication Management(14 & 15 Sep 2016) | [ ]  Ho Chi Minh City[ ]  Hanoi**Subject to present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 70 ~ 100 participants  | Undergraduate & Postgraduate | GBP900 (VAT exclusive) per institution per event at each city  |
| Tourism and Hospitality(12 & 13 Jan 2017) | [ ]  Ho Chi Minh City[ ]  Hanoi**Subject to present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 70 ~ 100 participants  | Undergraduate & Postgraduate | GBP900 (VAT exclusive) per institution per event at each city  |

**Participation fee**

The British Council Vietnam will charge a participation fee of GBP900, exclusive of VAT, per institution for each workshop at each city.

A discount of 10% will be offered for UK institutions who register to participate in two subject areas in both cities.

A discount of 20% will be offered for UK institutions who register to participate in three subject areas in both cities.

The participation fee will cover programme planning, promotion, co-ordination, briefing and logistical support during the sessions. The participation fee will not cover international or domestic travel, accommodation, subsistence or freight.

Places will be offered on a on a first come first served basis. The relevance of academic topics will be taken into account in case we have more UK institutions registered than capacity.

**Cancellation**

Cancellation fees will be charged for withdrawal from the Study and Career Options Events, as of the date of receipt of notice of withdrawal (in writing):

|  |  |  |
| --- | --- | --- |
| **Subject area** | At 50 per cent of the full cost, for withdrawals received on or after: | At 100 per cent of the full cost, for withdrawals received on or after: |
| Built Environment | 12th May 2016 | 19th May 2016 |
| Media and Communication Management | 13th July 2016 | 27th July 2016 |
| Tourism and Hospitality | 3rd November 2016 | 17th November 2016 |

**DECLARATION**

*I confirm that the above named organisation does want to take part in the Study and Career Options events related initiatives. (Options ticked above). I understand that if this application is accepted that the terms and conditions listed below will form a binding contract between this organisation and the British Council.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature of applicant Organisation’s stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

***Terms and conditions:***

***1. Accredited Institutions***

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

***2. Payment schedule***

*Event participants will be invoiced by individual British Council offices. Terms of payment are within thirty days of the invoice date.*

***3. Terms for service***

 *All institution representatives must abide by the British Council Services for International Education Marketing terms for service:* [*https://siem.britishcouncil.org/terms-service*](https://siem.britishcouncil.org/terms-service)*.*