

British Council Boarding School Guidebook 2017 – Booking Form

Please complete the form and send as a scanned PDF file to:
JP_BC-SIEM@britishcouncil.org by **28th November 2016**

Name of institution:		
<i>Authorised person:</i>	Name	Signature
	Tel:	Fax:
	Email:	
<input type="checkbox"/> Please check this box if your institution meets the eligibility criteria. <i>(UK boarding school that meets the British Council Services for International Education Marketing Criteria https://siem.britishcouncil.org/eligibility-criteria)</i>		
<input type="checkbox"/> I would like to place a profile page in the British Council Boarding School Guidebook 2017 produced by the British Council in Japan. I am aware of the fee as stated below and I understand and accept the Terms and Conditions listed on page 2.		

Option (please tick one box)	Price*
<input type="checkbox"/> 1 Profile page in Japanese Profile includes: <ul style="list-style-type: none"> • General information on the school including institution name, logo, contact details, gender profile, student number, school fees. • Brief introduction to the institution (up to 150 words) • Up to three photographs of the institution/students (the British Council, Japan will select the photograph(s) that best fit the space) Institutions will be asked to complete a template . The contents will be translated into Japanese and the profile design prepared by the British Council. The British Council reserves the right to edit the content should the profile exceed the word count.	£600 Translation and design fee included
<input type="checkbox"/> Full page advertisement (inside front cover) + profile page within guidebook	£900
<input type="checkbox"/> Full page advertisement (inside back cover) + profile page within guidebook	£800
<input type="checkbox"/> Full page advertisement (back cover) + profile page within guidebook	£1,000

***All prices are exclusive of applicable VAT. Invoices will be sent in February 2017**

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. Schools 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 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 **30th November 2016**.
- 100 per cent of the full participation fee for withdrawals received on or after **9th December 2016**.

Notice of withdrawal must be supplied in writing by email to JP_BC-SIEM@britishcouncil.org