****Advertising opportunity

Agent e-newsletter

Application form

**I. UK INSTITUTION DETAILS**

Name of institution:

Name of contact person:

Contact address:

Tel:

Email:

Please confirm the issue of e-newsletter you would like place your advertisement by checking the box. You can register up to four (4) issues in one registration.

|  |  |  |
| --- | --- | --- |
| E-news | Distribution timeline | Your registration (🗸) |
| 1st e-news | Jul 2017 |[ ]
| 2nd e-news | Sep 2017 |[ ]
| 3rd e-news | Dec 2017 |[ ]
| 4th e-news | Mar 2018 |[ ]

**II. ADVERTISING FEE**

An amount of **GBP150** will be charged for institution who requests the service. The cost is exclusive of 20% UK VAT

**III. UK INSTITUTION DECLARATION**

*I confirm that the above named institution wants to be included in the above selected marketing option with the total cost indicated in section II above.*

 *I understand that if this application is accepted, the terms and conditions detailed in the next page will form an agreement between us and the British Council Vietnam.*

Typing your name will be taken as being as your signature.

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |       | Date |       |

The completed application form should be sent electronically to:

**Ms Phuong Vo, Education Marketing Executive**

Email: phuong.vo@britishcouncil.org.vn

**V. TERMS AND CONDITIONS**

**Acceptance**

The British Council Vietnam reserves the right to accept participating institutions in the relevant promoting options on a first come first served basis and with consideration of type and amount of scholarship on offer until we reach sufficient number of participants.

Applicants will be notified by email of the acceptance within one week as of date of application.

**Payment schedule**

The British Council Vietnam will invoice the participating institution for the cost applicable to the services.

The term of payment is 30 days of the invoice date. In accordance with British Council audit procedures reminder letters will be issued for all outstanding invoices over 45 days. Until all invoices are cleared, a block will be placed on your British Council account. Further applications to participate in British Council events and other organised programmes of activity cannot be accepted until all outstanding invoices have been paid.

**Cancellation**

Cancellation fees will be charged for withdrawal from the promotion, as of the date of receiving Notice of Withdrawal via email:

* At 50 per cent of the full fee for withdrawals received by 15th July 2017
* At 100 per cent of the full fee for withdrawals received on or after the 20th July 2017