**Order form for the Study UK Alumni Awards ceremony 2017-18**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact information** | | | |
| Institution name |  | | |
| Contact person |  | | |
| Title / Position |  | | |
| E-mail |  | Telephone |  |

Please select which table options you require from the drop down boxes.

|  |  |  |
| --- | --- | --- |
| **Table size** | **Price in GBP (excluding VAT)** | **Tables required** |
| 8 person | 800 | Select no. of tables |
| 10 person | 950 | Select no. of tables |

Tables will be sold on a first come, first served basis.

Please note: each institution is eligible to purchase a maximum of two tables. Tables must be purchased as whole, individual seats are not available.  
  
The deadline for purchasing tables is **17:00 GMT on Monday 23 October.**

**DECLARATION**

I confirm that the above named institution intends to purchase a table(s) for the Study UK Alumni Awards ceremony 2017-18. 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 Study UK Alumni Awards ceremony 2017-18. If an institution cancels at least three weeks prior to **25 November 2017**, 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 **25 November 2017**, 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>