**Application Form: Faculty Promotion Roadshow 2018**

**Name of UK institution**:

*Please note that this format will be used in all publicity*

**Main contact**:

**Telephone**:

**E-mail**:

**Name of on-site academic(s)**:

**Full title of on-site academic(s)** (who will be leading the demo classes):

**E-mail**:

|  |  |  |
| --- | --- | --- |
| **Please indicate the key cities/provinces of interest/priority cities/provinces for your institution** | **Please indicate the date(s) when the academic(s) is available** | **Please indicate subject areas to be covered** |
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**DECLARATION**

*I confirm that the above-named institution intends to take part in the Faculty Promotion Roadshow 2018 as indicated in the above application form. I understand that if this application is accepted, the terms and 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 30 days of the invoice date.

**3. Cancellation**

A participating institution may withdraw from the Faculty Promotion Roadshow2018 by giving written notice.

If an institution cancels at least 28 calendar days prior to the event date, 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 28 calendar days prior tothe event date, 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 - 27 calendar days | **75 per cent** of the full fee |
| 14 calendar days or less  | **100 per cent** of the full fee |

**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>