**Application form for the TNE Zone**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact information** | | | | |
| Institution name |  | | | |
| Contact person |  | | | |
| Title / Position |  | | | |
| E-mail |  | Telephone |  | |
| **Representative for the TNE Zone counselling** | | | | |
| Name |  | | | |
| Title / Position |  | | | |
| E-mail |  | Mobile  (used in China) | |  |

**DECLARATION**

I confirm that the above named institution intends to take part in the TNE Zone at the China International Education Exhibition Tour2018. 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 TNE Zone by giving written notice. If an institution cancels at least three weeks prior to **24 March 2018**, 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 **24 March 2018**, 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>