**Application form for Further Education mission to Tianjin and Beijing, China**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact information** | | | | |
| Institution name |  | | | |
| Contact person |  | | | |
| Title / Position |  | | | |
| E-mail |  | Telephone |  | |
| **Delegate’s information** | | | | |
| Name |  | | | |
| Title / Position |  | | | |
| E-mail |  | Mobile  (used in China) | |  |
| Dietary requirements (If any): | | | | |
| Additional information: e.g. medical conditions: | | | | |

|  |  |  |
| --- | --- | --- |
| **For Chinese visa invitation letter (please fill if required)** | | |
| First names | |  |
| Family name | |  |
| Passport number | |  |
| Nationality | |  |
| Gender | |  |
| Date of birth | | *(DD/MM/YY)* |
| Time staying in China | |  |
| Next of Kin | | *Name and telephone number* |
| Location of Chinese Visa Application Service Centre | | *E.g. 12 Old Jewry, London, EC2R 8DU, UK* |
| **Please indicate which programme you wish to participate in** | | |
| Option 1: | Programme Day 1 to Day 4 | |
| Option 2: | Whole programme | |

**Cost:**

Option 1: Free of charge

Option 2: GBP 1,500

*\*Please note that the participation fee does not include VAT, international travel, visa fees, subsistence, or freight.*

**DECLARATION**

I confirm that the above named institution intends to take part in the British Council’s Further Education mission to Tianjin and Beijing, China. 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 Mission by giving written notice. If an institution cancels at least four weeks prior to **20 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 four weeks prior to **20 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>