**Application form for the Agent workshop 2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Information** | | | | |
| Institution name |  | | | |
| Contact person |  | | | |
| Title/Position |  | | | |
| E-mail |  | Telephone |  | |
| **Representative 1 (maximum two persons per institution)** | | | | |
| Name |  | | | |
| Title/Position |  | | | |
| E-mail |  | Mobile  (used in China) | |  |
| **Representative 2** | | | | |
| Name |  | | | |
| Title/Position |  | | | |
| E-mail |  | Mobile  (used in China) | |  |

**Please tick which city/cities you wish to attend:**

|  |  |  |
| --- | --- | --- |
| **Date** | **City** | **Please tick to apply** |
| Dec 4 2017 | Beijing |  |
| Dec 6 2017 | Shanghai |  |
| Dec 8 2017 | Guangzhou |  |
| Dec 11 2017 | Chengdu |  |

*The above is a draft itinerary and subject to change.*

Cost: £300 per city visited, or 1000 pounds for 4 cities

The participation fee does not include VAT, international or domestic travel, accommodation, subsistence or freight.

**DECLARATION**

*I confirm that the above-named institution intends to take part in the Agent workshop 2017. 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 thirty days of the invoice date.

**3. Cancellation**

A participating institution may withdraw from the Agent workshop 2017 by giving written notice. If an institution cancels at least 2 weeks prior to **4 Dec.** **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 one week prior to **4 Dec.** **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 |
| 10 calendar days | 75% |
| 5 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>