**Vietnam Agent e-newsletter - Application**

1. **UK INSTITUTION DETAILS**

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

Please confirm the issue(s) of e-newsletter you would like to place your advertisement by checking the box:

|  |  |
| --- | --- |
| **Agent e-newsletter issue** | **Registered (🗸)** |
| Jan 2018 | 🗆 |
| Mar 2018 | 🗆 |

1. **ADVERTISING FEE:**

An amount of **GBP150** will be charged to institutions who request the service.

Please note that:

* Places will be allocated on a first-come, first-served basis.
* All prices are exclusive of VAT, unless otherwise stated.
1. **UK INSTITUTION DECLARATION**

I confirm that the above named institution intends to take part in the Vietnam Agent E-newsletter. 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 |

1. **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**

Cancellation fee will be charged for the withdrawal from the promotion, as of the date of receiving Notice of Withdrawal via email:

* At 50 per cent of the full fee for withdrawals received by 22nd Jan 2018
* At 100 per cent of the full fee for withdrawals received on or after 26th Jan 2018

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>