



## Ready for take-off?

Invitation to join 2015 Education UK Exhibition Guide  
and 2015 Scholarship Booklet

### Application Form

|  |   |
|--|---|
| <b>Services:</b>   |   |
| 2015 Education UK Exhibition Guide   |   |
| <b>Deliverables:</b>   |   |
| A total of 5,000 copies of the 2015 Education UK Exhibition Guide will be produced and distributed during the exhibitions.   |   |
| <b>UK institution contact details</b>  |   |
| Name of institution:<br><i>(This format will be used in all publicity)</i>   |   |
| Main contact:  |   |
| Telephone:   |   |
| Fax:   |   |
| E-mail:  |   |
| Postal address:  |   |
| <b>Charges and payment schedule:</b>   |   |
| Please tick the appropriate boxes:<br><br><b>2015 Education UK Exhibition Guide</b><br><input type="checkbox"/> Beijing<br><input type="checkbox"/> Chengdu<br><input type="checkbox"/> Guangzhou<br><input type="checkbox"/> Shanghai<br><br>*All prices exclusive of VAT unless otherwise stated | <b>Invoice date:</b><br>Invoices will be sent once the booklet is published in October 2015 |



## **Terms and 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 2015 Education UK Exhibition Guide and/or 2015/16 Scholarship Booklet by giving advance written notice. If an institution cancels at least 21 days prior to **16 October 2015**, 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 21 days prior to **16 October 2015**, it will be required to pay the British Council a percentage of the charges for such cancelled services as set out below:

| <u>Notice period</u>     | <u>Percentage of charges payable</u> |
|--------------------------|--------------------------------------|
| 15 - 20 calendar days    | 75 per cent                          |
| 14 calendar days or less | 100 per cent                         |

### **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>