**Application form for the International School UK Tour 2018**

**Form A: Institution Information and highlights**

Please fill in the below form with no more than 250 words for each section.

|  |  |
| --- | --- |
| **Items** | **Description** |
| Institution name  |  |
| Contact person |  |
| Telephone |  |
| Email |  |
| Location |  |
| Brief introduction to your institution |  |
| Academic and research highlights  |  |
| Accolades  |  |

**Form B:**

Please let us know your preference by checking relevant boxes below:

Please check the box for your preferred dates

[ ]  16 to 30 June 2018

[ ]  15 to 29 September 2018

[ ]  Either date is fine.

Please check the box for your preferred programme

[ ]  Host the delegation only £800, exclusive of VAT

[ ]  Join the welcome reception only £200, exclusive of VAT

[ ]  Host the delegation and join the reception £800, exclusive of VAT

Note:

It is complimentary for two representatives from the selected hosting UK institutions to take part in the welcome reception. Please take up the option for “host the delegation and join the reception” if you want to get involved in both events.

**Form C: Visit programme**

Please detail your proposed programme in the table below. Each UK institution is expected to run their own half-day programme from 16 to 30 June 2018 or from 15 to 29 September 2018. British Council China will later work with UK hosting institutions to confirm the dates of visit.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Representative attending** |
| e.g. 0900-1000 | e.g. campus tour | e.g. international office  |
| e.g. 1000-1100 | e.g. demo class | e.g. academic |
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|  |  |  |
| Details of refreshments, meals or other assistance that will be provided by the UK institution |
|  |

**Form D: Topic**

We have put together a topic list from international schools in China who hope to seek detailed answers from hosting UK institutions. UK institutions could select three preferred topics from the list, and the British Council, after collating the preferred topics from all hosting UK institutions, will confirm one topic with each UK institution for them to expand on. It is possible that your preferred topic is not the final topic for your presentation as we need to have all topics covered for the Chinese delegation, though we will try to accommodate your preference to the best of our ability.

Please select three preferred topics from the below list:

[ ]  1. A better understanding on the criteria for UK universities to select applicants

[ ]  2. UK universities' most popular majors and relevant career prospects both in the UK and

 around the world

[ ]  3. Suggestions for students to choose the right major

[ ]  4. Suggestions for school counsellors on how to guide students in their university application

[ ]  5. What extra-curriculum activities would help with students' applications?

[ ] 6. Statistics on graduate employment and international students

[ ]  7. Future trend in admission policy

[ ]  8. Scholarship available for Chinese students

[ ]  9. Policy for international students in Scotland, Wales and Northern Ireland

[ ]  10. Information on work visa

**DECLARATION**

*I confirm that the above-named institution intends to take part in the* International School UK Tour 2018*. 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 International School UK Tour 2018 by giving written notice. If an institution cancels at least three weeks prior to **20 April 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 **20 April 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 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>