**Application form: Education UK Newsletter Advertisement**

Name of institution:……………………………………………………………………………………….….

Main contact:……………………………………………………………………………………………..…..

Telephone and Fax:……………………………………………………………………………………..…..

Email:…………………………………………………………………………………………………………..

**Confirmation of Order:**

|  |  |  |
| --- | --- | --- |
| **Publication** | **Size** | **Cost (VAT inclusive)** |
| **Malaysia** | Full page (with 500-word advertorial space) |  |
|  | Half page (without advertorial) |  |
|  | Half page (with 300-word advertorial space)  |  |
|  | Total cost |  |

 **Declaration**

I confirm that the above named organisation does want to advertise in the Education UK Newsletter for Malaysia with the option indicated above. I understand that if this application is accepted that the terms and conditions listed below will form a binding contract between this organisation and the British Council.

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Signature of authorised officer Organisation’s stamp Date

The completed application form must reach Cecile Dasal (copied to June Lo) latest by **30 May 2014** by fax or email. However, acceptance is on a first-come basis due to limitation of advertisement space.

**Cecile Dasal,** Education Promotion Officer, Fax: +673 2234315 or Email britishcouncilbrunei@gmail.com

**June Lo,** Education Manager, Fax: +604 263 3262 or Email: June.Lo@britishcouncil.org.my

**Terms and conditions to advertising on British Council Malaysia newsletter:**

1. UK institutions applying must be accredited by a UK authority.
2. UK institutions may not share branding or co-brand their advertisement with a partner / transnational education partner / education agents.
3. Cancellation fee will be charged as of the date of receipt of notice of withdrawal. The following cancellation charge will apply:
	* 50 percent of the full advertisement cost for withdrawals received after 15 June 2014.
	* 100 percent of the full advertisement cost for withdrawals received after 01 July 2014.

Notice of withdrawal must be supplied in writing.

1. Institutions will be invoiced after the 1st of July 2014. Our payment terms are within 30 days from the invoice date.
2. An acknowledgement of receipt will be sent to successful applicants once the application is received, and as long as there are vacancies for advertisement(s).
3. British Council and its printer/designer reserve the right to manipulate the organisation/UK institution’s artwork to fit within the material specifications. However, British Council will endeavour to pre-alert the organisation/institution to correct their submitted artwork to ensure it meets our material specifications.