**Order form for the Study UK Alumni Awards ceremony 2019-20**

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

Please select which table options you require.

|  |  |  |
| --- | --- | --- |
| **Group size** | **Price in GBP (excluding VAT)** | **Required** |
| 5 person | 300 |  |
| 10 person (whole table) | 590 |  |

Tickets will be sold on a first come, first served basis.

Please note: each institution is eligible to purchase a maximum of two tables.

The deadline for purchasing tables is **17:00 GMT on Monday 25 November.**

**DECLARATION**

I confirm that the above named institution intends to purchase a table(s) for the Study UK Alumni Awards ceremony 2019-20. 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 |

**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 Study UK Alumni Awards ceremony 2019-20. If an institution cancels at least one week prior to **7 December 2019**, 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 **7 December 2019**, 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 |
| 4-7 calendar days | 75% |
| 3 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>