Dear Sir or Madam

We understand that your company would like to sponsor a member of staff for a course at British Council (Singapore), Teaching Centre.

To reserve a place for your member of staff, please fax or email the following documents to us before course commencement:

- A completed copy of this sponsorship form.
- A completed copy of the student contract for the course.
- A copy of the staff’s employment pass (e.g. work permit), where applicable, with validity that covers the duration of the course.

By completing this form, your company will undertake liability for paying the course fees in full for the course stated on this form. This also serves as a formal request to British Council (Singapore) Limited to issue an invoice for the course fees to your company. Upon receipt of the invoice, course fees can be made payable via cheque or bank transfer. Do note that once payment is made before an invoice is issued, we will not be able to provide any invoice thereafter.

**TERMS AND CONDITIONS**

**Withdrawal / Deferment**
All requests, together with documentation where applicable, must be submitted to British Council (Singapore) in writing. In cases of withdrawals or deferments, your company is also liable for these charges:

- 4 weeks or more before the start of term: **20%** of course fee payable for each participant for whom we reserve a place on a course.
- 2 to 4 weeks before the start of term: **50%** of course fee payable for each participant for whom we reserve a place on a course.
- Less than 2 weeks before the start of term: We will invoice you for the full course fee.
- **75%** of the unconsumed fee is refunded if request is made after the course commencement date for the reasons stated in Customer Charter. Refer to our policies on withdrawals and refunds on [www.britishcouncil.sg](http://www.britishcouncil.sg).

**Waiting List / Cancellation of course**
If classes are full by the time we receive your registration form, we will contact you to ask if you would like to be put on the waiting list. If a place becomes available, we will contact you again and offer you the vacancy. British Council (Singapore) reserves the right to cancel courses due to small numbers.

We thank you for your understanding and we look forward to working with you and your staff.

Yours faithfully

The Teaching Centre Team, British Council (Singapore)
COMPANY SPONSORSHIP FORM

COURSE DETAILS

Course Title

Course Venue
(Please tick.)
☐ Napier Road
☐ Tampines
☐ Marsiling
☐ Toa Payoh

Course Dates

Course Time

PARTICIPANT INFORMATION

Name (full name as in NRIC or Passport)

British Council Student ID Number

NRIC / FIN / Passport Number

Email Address

Job Title

SPONSORING COMPANY DETAILS (Please fill in ALL fields.)

1. On behalf of the sponsoring company below, I agree that the sponsor will pay the full course fee within 30 days of the invoice date, including miscellaneous fees deemed necessary for the course.

2. I accept that, if the sponsored student withdraws from a course or leaves the sponsor’s employment, liability for the sponsor’s contribution towards the course fee will remain with the sponsor. The sponsor is liable for the full course fee whether or not the student completes the course.

3. I confirm that I hold the position stated below. In that capacity, I have authority to confirm corporate sponsorship of the said student by signing this form.

4. I have read and understood the terms and conditions of British Council (Singapore) Limited’s Company Sponsorship Form. Our company will be responsible for all fees in respect to the above-mentioned. Please bill our company accordingly and send the invoice to the billing contact person stated below.

Company Name

Name of Company’s Authorised Personnel (Not participant)

Job Title

Authorised Signature

Date (dd/mm/yy)

Company Stamp

Company Billing Address

Billing Contact Person
(if different from authorised personnel above)

Job Title

Email

Department

Contact Number (Direct Line)

Fax Number

Please return the form by fax to: +65 6475 3885 or e-mail to: contact@britishcouncil.org.sg

Please allow two working days for the processing of your application. If you do not hear from us after two working days, please contact us again. Your registration is confirmed only when you receive the "Booking Confirmation".

For British Council's use only

☐ Course confirmed

Notes

☐ Course Full, placed on waitlist

Name

Date

The United Kingdom’s international organisation for cultural relations and educational opportunities.
British Council (Singapore) Limited is incorporated in Singapore (UEN 201202363R) and registered as a charity.

Updated in January 2018