

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.

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)

Data Protection

Under the UK Data Protection Act and the Singapore Personal Data Protection Act you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccurate information. If you want to find out more about this please contact your local British Council office.

Privacy

Your privacy is important to British Council (Singapore) Limited. British Council (Singapore) Limited is committed to preserving the confidentiality of our customers' personal information and undertakes not to divulge any of the customers' personal information to any third party without the prior consent of the student. Our privacy policy can be found on our website.

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.

COURSE DETAILS

Course Title _____

Course Dates _____

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

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.)

- 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.
- 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.
- 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.
- 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 _____