

Dear Sir/Madam,

We understand that you would like to sponsor (a) member(s) of staff for a course at the British Council, Teaching Centre.

For your convenience, all you need to do is complete the attached form and fax it back to us so that your staff member can be registered in the class.

On receiving the completed registration form, we will send you an invoice plus a copy of the Statement of Registration for each sponsored student, which shows the timetable as confirmation. Please allow three working days for us to process your application. If you do not hear from us within 3 working days, please contact us again by calling +60 (0)3 2723 7900.

Your registration is confirmed only when you receive the Statement of Registration. Sponsored students will need to bring along a copy of the Statement of Registration when they come in for their class.

Please note that for any withdrawals or deferment, we need to be informed in writing. In cases of withdrawals or deferments, your company is also liable for the following charges:

- An administrative fee of RM150.00 for each participant if notice is given 1 week or more before the start of term.
- The full fee for each participant is payable if notice is given less than 1 week before the start of term.

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

Yours faithfully

British Council
Ground Floor, West Block
Wisma Selangor Dredging
142C Jalan Ampang
50450 Kuala Lumpur

kualalumpur@britishcouncil.org.my
www.britishcouncil.org.my

PARTICIPANT INFORMATION AND COURSE DETAIL

	Name (full name as in NRIC or passport)	Student Number	Course Title / Course Code	Start Date	Course Day/Time	BC use only	
						R	W
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

COMPANY INFORMATION

Company Name _____

Contact Person Name _____
 Designation _____

Address _____

Telephone _____

Fax _____

Email _____

Will you be claiming from the Human Resource Development Fund (HRDF) Yes No

TERMS AND CONDITIONS
Withdrawal and Deferment

Please note that withdrawal or deferment notice must be given in writing:

1 week or more before the start of term: an administrative charge of RM150.00 for each participant for whom we reserve a place on a course.

Less than 1 week before the start of term: we will invoice you for the full course fee.

Course Material

Course material is sold by MPH Bookstore on the 1st and 2nd day of classes at our premises. Payment is in cash only. Participant(s) need to bring along their statement of registration when purchasing the course material.

Payment

Payment is due 30 days from the date of the invoice.

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 or we will offer you an alternative class. We will contact you again to offer you the vacancy. The British Council reserves the right to cancel courses due to small numbers.

Signed _____ Company Stamp _____
 Name / Date _____

Please allow **three** working days for the processing of your application. If you do not hear from us within three working days, please contact us again. Your registration is confirmed only when you receive the Invoice and Statement of Registration. Please return the form by fax to: **British Council F +60 (0)3 2713 6599**

Office Use only

Registration Form received by & on _____ Invoice _____ BP _____
 Amount _____ Processed by _____
 Date _____