

### 1. Registration

In order to book a place on one of the courses in Bucharest\* you need to pay an advance of minimum 10% of the course fee and fill in the entry form. The difference must be paid at least one week prior to the course.

You can pay the fee\*\*:

- in person, at the British Council, cash or credit card, Tuesday to Friday from 12.00-19.30 and 09.00 – 13.30 on Saturday.
- by bank transfer, with the following details:
  - beneficiary: British Council
  - account number: IBAN RO07 CITI 0000 0008 2601 2005
  - opened at: Citibank Europe plc - Dublin sucursala România (Calea Victoriei, No 145, Sector 1, București)

In this latter case, please send the entry form, accompanied by a scanned photocopy of the proof of payment to [contact@britishcouncil.ro](mailto:contact@britishcouncil.ro).

\* For groups larger than 20 persons per course, please contact us in case you wish to organise the courses in your town.

\*\* We offer a 5% discount and 10% discount for registration to second and third course in the academic year 2014 - 2015.

### 2. Confirmation of registration and administrative details

A confirmation e-mail will be sent after the registration. Three days before the course starts, you will receive the administrative details about the venue and the starting time of the course by e-mail and SMS.

### 3. Certificates

All participants will receive a British Council certificate at the end of the course.

✂ -----

Title (✓)	Mr	Ms	Mrs	Miss
First name:				
Surname:				
Mobile Phone Number:				
E-mail address:				

***This section is for admin staff only***

Date of payment						
Method of payment						
Amount						
CS Advisor						

### Withdrawal policy

In case you wish to withdraw from the course, due to altered circumstances, the following rules will be applied:

- If you inform the customer services team in writing, at least 7 days before the course starts, we will be able to refund you the sum that you have already paid, minus an administrative charge of 10% of the course fee.
- In exceptional circumstances (e.g. serious illness) you can apply for a full refund, but you must include documentation to support your claim. A decision will be made on a case by case basis. This decision is final. British Council reserves the right to cancel any course if the number of registered participants is not optimal for the course experience. In such cases, we will refund the full amount paid.

### ***The British Council Data Protection Notice and Acknowledgement of the Terms and Conditions***

Under the terms of the United Kingdom's Data Protection Act, 1998\*, the British Council is required by law to manage any personal information you give to us about yourself and only for the purposes we have specified. For the information you will provide, these are as follows: to maintain records on our customers; to maintain accurate financial records; to be able to cater for any special needs our customers may have.

By signing this form, you agree to the British Council's collecting and processing this information for the purposes specified above. The British Council will not sell or disclose your details to third parties for commercial reasons.

\* A copy of our data protection policy is available on request. For this, or any other data protection queries, please contact our Data Protection Officer at 10 Spring Gardens, London SW1A 2BN, or by e-mail at [data.protection@britishcouncil.org](mailto:data.protection@britishcouncil.org)

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

The British Council would also like to use your information to send you details of our activities, services and events which might be of interest to you (for example, the course offer for the next academic year).

**Yes, I would like to be sent details of British Council activities and events, please contact me by:**

Email ☐

SMS ☐

✂-----

Name of the course* you would like to register for: <i>*please consult our offer for the academic year 2014-2015</i>	
Name of the school / institution you are currently working for:	
Your professional experience (please include details about your length of service, as well as any certificates / diplomas, such as Definitivat, grade didactice, MA or PhD certificates):	

Signature*:		Date:	
-------------	--	-------	--

\*The signature confirms that you have read and understood this terms and conditions of registration/refunds policy.