**British Council in Cyprus Loyalty Scheme: Partner Schools**

1. **General Conditions**
2. These terms and conditions define the rules, scope and conditions of participation in the loyalty scheme offered by the British Council, under the **‘Partner Schools’** starting from April 2022.
3. The 2022 Partner Schools Terms and Conditions, supersede and replace in all respects any previous or current contract you have or have had with the British Council in Cyprus regarding loyalty schemes, and the terms and conditions therein.
4. The Partner Schools membership scheme are fully owned and operated by the British Council.
5. The new scheme will operate from 1 April 2022 to 31 March 2023 and will be automatically renewed each year, subject to British Council’s decision to continue the schemes and each institution’s willingness to remain in the various membership levels of the scheme (see below).
6. **Rules for participation**

The Partner Schools scheme is open to any school/institution registering candidates with the British Council in Cyprus for any of the following exams between 1 April and 30 March yearly:

**British Council Partner Schools**

* Cambridge Assessment International Education
* Pearson Edexcel

1. **How does the** **British Council Partner Schools scheme work?**

For each candidate you register in the year for the two examination types (Cambridge Assessment International Education and Pearson Edexcel) through the British Council in Cyprus, you will earn 1 point.

The total number of points earned in the year entitles you to **one of four** levels of membership. Each level has its own associated benefits for you to enjoy the next year. The eligibility of points for each level of membership is as follows:

|  |  |
| --- | --- |
| **Points** | **Level of membership** |
| 1 – 29  | Member |
| 30 – 100 | Bronze |
| 101 – 150 | Silver |
| 151 and above  | Gold |

Your level of membership will be dependent on the number of candidate entries made within the period and is reviewed at the end of every period. **Members will receive one point for each candidate entry**. For example, a candidate registering for three different IGCSE subjects will count as one point. If the level of membership is Bronze, Silver or Gold then your rebate is calculated according to all exams and subjects’ fees. So, for example you might have 90 unique candidates, therefore 90 points which means you are in the Bronze level. However, the 90 unique candidates may have taken as a total 110 exams. The 3% rebate of Bronze level will be calculated on the total fees of the 110 exams.

All the benefits for the British Council Partner Schools scheme can be enjoyed the next period. You can take a look at the benefits found on our website: <https://www.britishcouncil.com.cy/exam/schools-institutions/loyalty-schemes/partner-schools>.

***Note: Schools that are British Council Associate or Affiliated Centres will only be eligible for the benefits other than the rebate offered, due to existing school contracts.***

1. **Frequently Asked Questions**

**Can I be a member of other British Council’s loyalty programmes?**

*Yes, if your school/institute offers IELTS exams you can be a member of the IELTS Registration Centre Scheme. You can also join Advantage if your school/institute offers Cambridge English Qualifications.*

**Will my membership level stay the same throughout the years?**

*Your membership level depends on the number of candidates registered in the previous period. Each candidate counts for one point, no matter how many exams the candidate takes. The points are added for each school/institute to determine the level of membership. So, for example, if you earn 60 points during the eligible period under the Partner Schools, you are within the Silver level of membership. You will therefore be able to enjoy the associated benefits the next period of the scheme. If you register 110 candidates, the next period under the Partner Schools you will be within the Gold level of membership and its associated benefits the period after that.*

**What does join this loyalty program commit me to?**

*Joining these programmes**simply means you can access the benefits for your yearly entries. You don’t need to do anything other than apply and complete the application form at the end of this document. Also, you can stop your membership at any time. By joining this loyalty scheme, you will also receive access to some British Council’s logos. You are committed to use these logos according to the guidelines and remove them from all promotional material (digital or print) if you decide to stop your membership.*

**How will my level of membership be calculated?**

*Your level will be based on the number of candidates you register with the British Council in Cyprus for taking the exams associated with British Council Partner Schools within the eligible period.* *Each candidate accounts for one point, no matter how many exams the candidate takes.*

**Will the level of benefits be the same next year?**

*We are always working to improve our services and will review the benefits of the Partner Schools annually, considering your feedback. We also have regional teams working on new and improved benefits and products which will be added periodically.*

**How long is my membership valid for?**

*Your membership is valid until you inform us in writing that you wish to cancel, or when British Council in Cyprus decides to stop running these membership schemes.*

**How will I receive my rebate?**

*The rebate will be deposited to the bank account submitted with the registration form on page 6. If bank details change, please contact us by email at:* antonis.fiakas@cy.britishcouncil.org*.*

**When can I use my benefits?**

*The benefits are valid for the entitled period. We regret that any benefits not claimed by 31 March will expire and cannot be carried forward.*

1. **Activation of membership**

To activate membership, qualifying institutions must complete and sign these Terms and Conditions as well as the forms in pages 5 and 6, and send it via email to:

**Antonis Fiakas**

Account Relationship Coordinator, English and Exams

British Council in Cyprus

1-3 Aristotelous Street

1011 Nicosia

Tel. +357 22585000

Email antonis.fiakas@cy.britishcouncil.org

1. **Data Protection**

The British Council will use the information you are providing in connection with processing your member scheme registration. The lawful basis for processing your information is the performance of a contract.

Data Controller is the British Council in Cyprus, 1-3 Aristotelous Street, 1011 Nicosia, Cyprus, telephone +357 22585000, email: contact@cy.britishcouncil.org.

You can exercise your rights as a data subject by contacting us at IGDisclosures@britishcouncil.org.

We will keep your information for a period of 2 years after the end of your membership.

For detailed information, please refer to the privacy section of our corporate website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact us at our Cyprus office.

1. **Membership cancellation**

Member institutions have the right to cease membership at any point. This should be done in writing to antonis.fiakas@cy.britishcouncil.org.

Membership will cease from the point the British Council receives a written notification requesting this. At the point of cessation of membership, all entitlement to benefits of the scheme will cease. **We regret that** **any benefits not claimed by 31 March will expire. They cannot be carried forward.**

1. **Equality, Diversity and Inclusion**

The British Council is committed to equality of opportunity and positive action to promote equality of opportunity. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training, and development of staff on the basis of gender, marital status, sexual identity, religious belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, or on the basis of having or not having dependants.  It also believes that an Equal Opportunities Policy benefits employees and potential employees and helps achieve dignity at work and contributes to providing the best possible services to partners and clients.

You are required to undertake all work in accordance with the principles of equal opportunity and the British Council’s Equality, Diversity and Inclusion Global Policy and values as supplied and accessible at <https://www.britishcouncil.org/organisation/transparency/policies/equality-diversity-inclusion>.

1. **Disclaimer**

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled, or delayed, every effort will be made to resume normal service as soon as possible. The British Council’s liability will be limited to the refund of the registration fee or retesting at a later date.

1. **Amendments to the regulations**

The British Council reserves the right to end the membership scheme with a three months’ notice to its members.

The British Council reserves the right to introduce amendments to these regulations and undertakes to inform the members of the scheme of the amendments by email. Such amendments will be valid and effective as of the date of the notification to the members or at any later date stated by the British Council in the relevant notification.

1. **Disputes**

This agreement is covered by Cyprus legislation and in the event of any dispute that cannot be resolved amicably by both parties, the Courts of Cyprus will be competent.

The British Council

Cyprus

April 2022

**Loyalty schemes Registration Form**

**Please complete this form and the Bank Details form in the next page and send it by email to**

**Antonis** **Fiakas, Account Relationship Coordinator, English and Exams at antonis.fiakas@cy.britishcouncil.org. Please retain a copy for your records.**

I would like to activate my school’s/institute’s membership for the British Council Partner Schools in Cyprus.

I have read, understood and accepted the terms and conditions outlined above. Please register my school/institute for the:

[ ]  **British Council Partner Schools**

 (Cambridge International, Pearson Edexcel)

Signature: Date:

Name of person signing: Title:

 **On behalf of**

**Name of School/Institute:**

**No. of students at School/Institute:** [ ]  0-50 [ ]  51-100 [ ]  more than 100

Note: The no. of students refers to the total number of students, including the ones that may not take examinations.

**Contact Details**

|  |  |
| --- | --- |
| School/ Institute name | School email |
|  |  |
| Contact person name | Contact person email |
|  |  |
| Address | Telephone |
|  |  |
| Fax |
|  |

**Data Protection**

The British Council keeps records of your personal information according to data protection legislation (L.138 (I)2001) in force. The information you provide above shall be processed only and to the extent required for the proper administration of **British Council Partner Schools** membership scheme.

To enable us to make payment to you, you must be set up on our SAP system, for which we need your full bank details. You will be assigned a unique vendor number on SAP, which should be quoted on all invoices/payment queries. Please complete this form electronically, then either paste the completed form onto your electronic letterhead and e-mail to your contact at the British Council or print it out on your own letterhead and return the form. We recommend that you keep a copy of this form for your own records.

**Bank detail form** –text boxes will automatically expand as you type in the details.

|  |  |
| --- | --- |
| Organisation or applicant name |  |
| Bank name  |       |
| Bank address |       |
| Bank postcode |       |
| Account name |  |
| Account number |       |
| Sort code (if applicable) |       |
| Bank Identity Code |  |
| IBAN Code |  |
| SWIFT Code |  |
| VAT number |  |
| Payment currency, e.g. local, GBP, euros or USD |  |
| If euro, please confirm the account specified will accept payments in euros | [ ]  confirmed [ ]  need to check |
| If GBP, please confirm the account specified will accept payments in GBP | [ ]  confirmed [ ]  need to check |
| If USD, please confirm the account specified will accept payments in USD | [ ]  confirmed [ ]  need to check |

**Your details**

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor Name  |       | Position  |  |
| Vendor Signature |       | Date |  |

**Should the above bank details change, please notify us immediately.**

**Data Protection:**

The British Council will process your personal data to carry out payments for contracted services. This processing on the lawful basis of the performance of a contract is also necessary to comply with national commercial, tax and financial legislation. We will keep your personal information while the contractual relationship is in place or as long as established by the above-mentioned legislation.

We will share your data with our banks, authorized public administrations and our headquarters in the UK. We will also share your data with our corporate service providers as Data Processors and transfer it to our Shared Services subsidiary, based outside of the European Economic Area, with the appropriate safeguards as established by the European Commission. You have the rights to access your personal data, to ask us to correct any inaccuracies or to erase your data or to ask us to stop using your data by contacting us at igdisclosures@britishcouncil.org. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For more information please refer to our corporate website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office”.