**REGISTRATION FORM for INDONESIA**

**EduCanada Fair**

**October 7-10, 2016**

This document is for the purpose of defining the financial responsibility of

Canadian Education International - Indonesia (CEI - Indonesia) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [institution] in relation to the EduCanada Fair in Indonesia on October 7-10, 2016

|  |
| --- |
| **Please ensure to complete this form in full and send an electronic (scanned) copy along with the accompanying documentation requested in Appendix 5 to Dian.Marzonia@canada-edu.org with a copy to Wely.Kustono@canada-edu.org  Forms may also be submitted by fax to (62-21) 525-4904**  **REGISTRATION DEADLINE - September 1, 2016** |

**INSTITUTION AND PARTICIPANT DETAILS**

|  |  |
| --- | --- |
| Institution Name: |  |
| Institution Address: |  |

**Participant #1**

|  |  |
| --- | --- |
| Participant Name: |  |
| Title: (circle one) | Mr. Ms. Mrs. Dr. Other: |
| Position: |  |
| Email: |  |
| Tel. No.: |  |

**Participant #2 (if applicable)**

|  |  |
| --- | --- |
| Participant Name: |  |
| Title: (circle one) | Mr. Ms. Mrs. Dr. Other: |
| Position: |  |
| Email: |  |
| Tel. No.: |  |

**Participant #3 (if applicable)**

|  |  |
| --- | --- |
| Participant Name: |  |
| Title: (circle one) | Mr. Ms. Mrs. Dr. Other: |
| Position: |  |
| Email: |  |
| Tel. No.: |  |

**1. Responsibilities of the Institution**

* Institutions agree to pay in advance for the costs of activities associated with the education tour / fair.
* Payment of the agreed costs will be made at the time of registration as per payment instructions below. Payment must be made before the event takes place.
* Institutions must register for the events in each of the cities of the tour in which they wish to participate. Please indicate with an (X) the segment(s) of the tour in which you will participate and how many representative will attend.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EduCanada Fair**  **October 2016** | | **Registration Cost** | **Participation (indicate with “X”)** | **Name of Representative(s)** |
| 2 Indonesian Cities  (Surabaya and Jakarta) | | $4,800 CAD |  |  |
| 1 Indonesian City ONLY | Surabaya ONLY | $1,900 CAD |  |  |
| Jakarta ONLY | $2,900 CAD |  |  |
| **TOTAL** | |  |  |  |

* The institution must cover their airfare, hotel, per-diem and incidental expenses.
* The institution understands that CEI - Indonesia may hire the services of a local service provider in order to provide the services identified in this Agreement.

2**. Responsibilities of CEI - Indonesia**

* CEI - Indonesia will provide the institution with information regarding schedules, logistics, hotels and visas. Registration costs will cover all activities (unless otherwise noted) detailed in Appendix 2.
* CEI - Indonesia will maintain proper accounts and records of expenditures and ensure that the registration costs charged to the institution represent the most cost-effective option for participants.
* CEI - Indonesia will decide the location of booths according to the hotel’s guidelines and visitors’ convenience.

**3. Statement of Work**

The funds collected by CEI - Indonesia will be used to support the organization costs for the education promotion event, including, but not limited to, advertising, production of promotional material, logistical costs, travel, hospitality, social/cultural activities, or other expenses related to the delivery of the event.

1. **Cancellation**
2. If the institution formally withdraws its registration prior to the stated registration deadline**,** CEI - Indonesia shall return the balance of funds after deducting wire transfer fees plus any expenses already incurred.
3. If the institution formally withdraws its participation after the stated registration deadline, no funds shall be issued by CEI - Indonesia.
4. Formal withdrawal in a) and b) above should be sent to CEI – Indonesia contact as listed below by e-mail or signed facsimile.
5. If a particular segment(s) of the education tour is cancelled due to unforeseen circumstances or because of a lack of registrations, the institution will be refunded for that segment of the tour only. Institutions may receive only a partial reimbursement of their registration fees if some organizational costs have already been incurred.
6. **Notification of Changes**

Where required, notice will normally be in writing, by e-mail or by signed facsimile**.**

1. **Unused Funds**

After payment of all expenditures associated with the education promotion event, CEI - Indonesia will use any remaining revenues received from the institution for further education promotion efforts in Indonesia.

1. **Payment Procedure**

All participation fees must be made by **wire transfer**

Please provide contact information to receive banking instructions:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: (in Canadian Dollars) **$\_\_\_\_\_\_\_\_\_\_**

**CEI – Indonesia Payment Contact Information**

**Name: Dian Marzonia (dian.marzonia@canada-edu.org)**

**Tel: (62-21) 525-4905, 525-6676**

1. **Signatures --** Institution must sign first before sending to CEI - Indonesia.

In signing below, the institution and CEI - Indonesia are confirming acceptance of the terms of this agreement.

**Institution/Education organization**:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institution/Education organization (if applicable):**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure to complete all required information of the agreement. Failure to complete all requested information may cause delays in confirming the registration for the event.

# **Questions regarding registration can be directed to:**

**Name: Wely Kustono (wely.kustono@canada-edu.org)**

**Tel: (62-21) 525-4905, 525-6676**

**Appendix 1: Country Profile for Indonesia**

With population of over 250 million, Indonesia is the fourth most populous country in the world with a young demographic population. Indonesia has by far the largest economy in Southeast Asia, with GDP growing at over 5% in 2014. Strong growth in middle class family becoming the benchmarks to market opportunities, and it is forecasted that Indonesia will continue to have steady and sharp progress in the coming years with the middle to high class income population is expected to increase to approximately 179 million in 2015. Jakarta, being the capital, is the leading city in the country, followed by Surabaya, the 2nd largest city after Jakarta.

Every year there are around 1.7 million high school graduates in Indonesia; 18% of which continue their study to the university. Around 62% of Indonesian students are pursuing undergraduate degrees, while 23% are pursuing graduate degrees. Currently there are approximately 80,000 Indonesian studying overseas and there were more than 1,200 Indonesian students studying in Canada in 2014. Additionally, 95% of Indonesians studying abroad are self-funded. The most popular fields of study in Indonesia are Engineering, Computer Science, Business, Creative Industry, Nursing, Sciences, and Medical.

According to the survey conducted by the Indonesian International Education Consultants Association in 2010, Australia, the U.S., Singapore and the United Kingdom were the most popular destinations for overseas study. Six percent of the students surveyed planned to go to Canada. Demand for Canada has been on the rise over the last few years, especially with the introduction of the off-campus and post-graduate employment opportunities. Canada is seen as desirable in offering employment opportunities, high quality education and lower tuition fees.

There is no barrier for Canadian institutions to recruit Indonesian students; our visa acceptance rate is approximately 90%.

**Appendix 2: Dates and Activities during EduCanada Fair – Oct 2016**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Country** | **City** | **AM** | **PM** | **Evening** |
| Friday,  Oct 7th | Indonesia | Surabaya | School Visit | School Visit |  |
| Saturday, Oct 8th | Indonesia | Surabaya |  | Education Fair and Networking Luncheon | Travel from Surabaya to Jakarta |
| Sunday, Oct 9th | Indonesia | Jakarta | Market  Briefing | Education Fair and Networking Luncheon |  |
| Monday, Oct 10th | Indonesia | Jakarta | School Visit | School Visit |  |

**Appendix 3: Flight Recommendations during EduCanada Fair – Oct 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **City** | **Airline** | **Time** |
| Wednesday, Oct 5th or Thursday, Oct 6th | Inbound to Indonesia | Participant’s choice |  |
| Saturday, Oct 8th | Surabaya, Indonesia to Jakarta, Indonesia | Garuda Indonesia:  GA329 SUB - JKT  GA331 SUB - JKT | Dep 20:30 Arr 22:05  Dep 21:50 Arr 23:25 |
| Sunday, Oct 9th | Surabaya, Indonesia to Jakarta, Indonesia | Garuda Indonesia:  GA307 SUB - JKT  GA449 SUB - JKT | Dep 07:50 Arr 09:25  Dep 08:25 Arr 09:55 |
| Monday, Oct 10th or Tuesday, Oct 11th | Outbound from Indonesia | Participant’s choice |  |

NOTE: Schedule for flights is subject to change. These are only suggestions. Participants are responsible for making all travel arrangements.

**Appendix 4: Hotel Recommendations during EduCanada Fair – Oct 2016**

**Surabaya, Indonesia:**

Sheraton Surabaya Hotel & Towers

Jl. Embong Malang 25 – 31

Surabaya 60261, East Java, Indonesia

Phone: +62 31 546 8000; Fax: +62 31 546 7000

Website: www.sheraton.com/surabaya

**Jakarta, Indonesia:**

MULIA Hotel Senayan

Jl. Asia Afrika, Senayan

Jakarta 10270 - INDONESIA

Phone : +62 21 574 7777; Fax: +62 21 571 4405

Website: www.hotelmulia.com  **Appendix 5: Additional Information Required to Complete Registration**

**In order to participate in the EduCanada Fair – Oct 2016 for Indonesia, the registration form must be completed and submitted, along with accompanying documents requested below, by thestated registration deadlines.**

* 1. Institution logo (high resolution)
  2. Completed institution profile using the template below:

Please indicate how you would like your institution to be identified at the fair (circle one):

1. K-12 3. Graduate School

2. University/Polytechnic/College 4. Languages Canada-accredited Language School

|  |  |
| --- | --- |
| **Name of institution:** |  |
| **Full address of institution:** |  |
| **Website:** |  |
| **Total student population:** |  |
| **Number of international students:** |  |
| **Language of instruction:** |  |
| **Term duration and dates:** |  |
| **Application procedure (include website):** |  |
| **Application deadline per intake:** |  |
| **Tuition fees per academic year for international students**  **(provide range if applicable):** |  |
| **Main fields of study:** |  |
| **Short profile of institution**  **(max. 100 words):** |  |
| **Contact person and title:** |  |
| **Email address of contact person:** |  |
| **Telephone:** |  |
| **Fax:** |  |