



EDUCATIONAL SERVICES AGREEMENT

Entered into on this ____ day of _____, 20____

This Agreement is made and entered into by and between:

First Party

Bridge Gate Educational Consultancy, a company duly licensed under Commercial Licence No. (2629417555888), having its registered office at Emberjem Tower, Sheikh Khalifa Street, Emirate of Ajman, United Arab Emirates, hereinafter referred to as the “First Party”.

Second Party

Mr./Ms. _____, holder of Identification No. _____, residing at _____, acting in his/her capacity as the legal guardian of the student _____, holder of Identification No. _____, hereinafter referred to as the “Second Party”.

Preamble

The First Party is an organisation specialised in the provision of educational consultancy and academic guidance services to students wishing to pursue their studies abroad. Its services extend from the selection of a suitable programme and university, through the procedures required to obtain academic admission and a student visa, and up to the delivery of post-arrival services in the country of study.

Whereas the Second Party has expressed the wish to benefit from the said services, both Parties, being of full legal capacity, have agreed to enter into this Agreement in accordance with the terms and conditions set out below. This Preamble forms an integral and complementary part of this Agreement.

Article One — Scope of Services

The First Party undertakes to provide the Second Party with educational and advisory services in accordance with the following stages:

First: University Admission Stage

- Providing academic advice to assist the student in selecting a suitable university or study programme.
- Following up the application procedures until a conditional or final offer of admission is obtained, in accordance with the requirements of the university concerned.
- Tuition fees and university charges remain the sole responsibility of the Second Party and shall be paid directly to the university without any intervention by the First Party.
- Where the university requires the student to sit an entrance examination, the First Party shall — subject to the availability of the relevant materials — provide the student with

sample papers or guidance to assist in preparing for the examination. Such assistance shall not constitute any guarantee that the student will pass.

Second: Student Visa Stage

The First Party undertakes to:

- Provide the Second Party with the list of required documents.
- Review the file and verify its completeness prior to submission.
- Provide guidance regarding the attestation and translation of documents.
- Assist in completing the visa application form.
- Coordinate the booking of the embassy appointment, subject to the availability of appointments.
- Prepare the student for the personal interview and provide the necessary guidance in this respect.

Third: Post-Arrival Services

Where separately agreed between the Parties, these services shall include:

- Arranging airport pick-up upon the student's arrival.
- Assisting in securing university or private accommodation, subject to availability.
- Providing guidance on residence permit procedures and the completion of the documents required in the country of study.

Article Two — Validity of Documents and Information

- The Second Party undertakes to provide the First Party with all required documents and papers, duly valid and attested by the competent authorities, within the period specified by the First Party for the commencement of the application procedures.
- The Second Party shall bear sole and full responsibility for the accuracy of the data, information and documents submitted. Should any information prove to be incorrect, or any document be found to be forged or incomplete, the First Party shall bear no legal, financial or administrative liability whatsoever arising therefrom.
- Should the Second Party cause a delay in the application procedures as a result of failure to complete or to deliver the required documents, the Second Party shall not be entitled to claim any compensation or the refund of any amounts previously paid, and the First Party reserves its right to claim any damages arising therefrom.
- The Second Party shall bear all translation, attestation and legalisation fees, certificate-equivalency fees, and any other charges imposed by official authorities, universities or embassies.
- The Second Party may not assign this Agreement, or transfer any of the rights or obligations arising under it, to any other person without the prior written consent of the First Party.

Article Three — Service Fees and Payment Terms

The Second Party undertakes to pay the agreed administrative fees for the services rendered in accordance with the following schedule:

- First Instalment: AED _____ (in words: _____), payable upon signature of this Agreement, and treated as the fee for commencing the academic admission procedures.
- Second Instalment (optional): AED _____ (in words: _____), payable upon issuance of the final offer of admission and prior to the commencement of the student visa procedures.
- Third Instalment (optional): AED _____ (in words: _____), the value of which shall be determined by mutual agreement of the Parties, payable upon issuance of the visa, in consideration of the post-arrival services.

The First Party shall be entitled to suspend or discontinue the services, or to terminate this Agreement, in the event that the Second Party delays the payment of any instalment when due, without incurring any obligation to refund any amounts previously paid.

Article Four — Cancellation and Refund Provisions

- Should the Second Party wish to cancel this Agreement before the issuance of the conditional offer of admission, the First Party shall be entitled to retain fifty per cent (50%) of the first instalment, together with all costs actually incurred in respect of the application. The remaining balance shall be refunded within fourteen (14) days. Where cancellation occurs after the issuance of the conditional offer of admission, the Second Party shall have no right to claim a refund of the first instalment, whatever the reason for not completing the procedures.
- The First Party does not guarantee the issuance of the student visa or the decision of the embassy or consulate, such matters being within the exclusive authority of the competent authorities and outside the responsibility of the First Party.
- In the event that the visa is refused, the First Party undertakes to assist the Second Party in filing an appeal, submitting a fresh application, or selecting an alternative country, in accordance with the agreed fees. The Second Party shall bear all governmental, university and translation fees.
- Where university admission is conditional upon passing an entrance examination, responsibility for success rests with the student, and the role of the First Party is limited to providing support and guidance where available.
- The Second Party acknowledges that it is responsible for paying tuition and university fees directly to the university or educational institution, and that any dispute concerning the refund of such fees shall be governed exclusively by the regulations of the university, without any liability on the part of the First Party.

Article Five — Confidentiality and Data Protection

- Each Party undertakes to maintain the confidentiality of all information, documents and data disclosed or exchanged in the course of the performance of this Agreement, and not to disclose the same to any third party except where required by law or authorised in writing by the other Party.
- The First Party undertakes to use the documents and personal data of the Second Party solely for the purpose of performing the agreed services, and not to exploit them for any other purpose outside the scope of this Agreement.
- The Second Party likewise undertakes not to disclose any information relating to the working methods, internal procedures or proprietary data of the First Party which come to its knowledge during the performance of this Agreement.
- Should either Party breach its confidentiality obligations, the aggrieved Party shall be entitled to claim compensation for all direct damages sustained as a result of such breach, in accordance with the applicable laws.

Article Six — Correspondence and Notices

- All addresses and means of communication recorded in this Agreement are deemed correct and approved for the exchange of notices and correspondence between the Parties.
- Each Party undertakes to notify the other Party in writing of any change to its address or contact details within a period not exceeding seven (7) days from the date of such change.
- Any notice or correspondence sent to the address or means of communication recorded in this Agreement shall be deemed legally effective, unless the other Party has been notified of an amendment in accordance with the provisions of this Article.

Article Seven — General Provisions and Counterparts

- This Agreement constitutes the entire agreement between the Parties and supersedes any prior understandings, correspondence or agreements relating to its subject matter.
- No provision of this Agreement may be amended, and no new obligation may be added, except by way of an addendum or written agreement signed by both Parties.
- Should any provision of this Agreement be held invalid for any legal reason, such invalidity shall not affect the validity and enforceability of the remaining provisions, which shall continue in full force and remain binding upon the Parties.
- This Agreement shall be governed by the laws and regulations in force in the United Arab Emirates, and the UAE courts shall have jurisdiction to determine any dispute arising out of its interpretation or performance, unless the Parties agree otherwise in writing.

This Agreement has been executed in two (2) identical original counterparts, each Party having received one counterpart to act upon as required.



SIGNATURES OF THE PARTIES

First Party

Bridge Gate Educational Consultancy

Signature: _____

Date: ____ / ____ / 20____

Second Party

Guardian's Signature: _____

Date: ____ / ____ / 20____

Student's Signature: _____

Date: ____ / ____ / 20____