

AGENT CONTRACT

This is a **CONTRACT** between **My Oxbridge Education Limited** (hereinafter referred to as «**My Oxbridge**») and _____ (hereinafter referred to as "the Consultant"), whereby My Oxbridge appoints the Consultant as one of its representatives on the terms specified below:

A. My Oxbridge

1. My Oxbridge agrees to give the Consultant the authority to introduce and recommend individual students or school groups to the My Oxbridge International School in accordance with the admission policies and practices of My Oxbridge and/or any other guidelines agreed by both parties.
2. My Oxbridge shall endeavour to provide the Consultant with complete and up-to-date information on the My Oxbridge Leadership School with regard to the curriculum, fee schedules, admissions policies and other important aspects so as to assist in the proper counselling of prospective students. At its own expense, My Oxbridge shall provide the Consultant with an adequate stock of brochures, information sheets, registration forms and any other useful promotional materials such as film and video links, and My Oxbridge School prospectus.
3. My Oxbridge shall answer any enquiries and send all correspondence and related documents to the Consultant promptly via the most efficient way possible.
4. My Oxbridge shall send all letters of acceptance and related documents to the Consultant for onward transmission to the students. After a student has been admitted My Oxbridge will deal with parents directly.
5. My Oxbridge expects that any student enrolled at School following a recommendation by the Consultant will remain at My Oxbridge for the duration of his/her studies.
6. Where a student has applied another school or course, My Oxbridge is only willing to consider an application if all their obligations to the existing school or course have been fully met.

B. The Consultant

1. The Consultant shall advise and screen all prospective students and shall collect from the students the necessary transcripts, registration forms and other documents requested by My Oxbridge.
2. The Consultant shall submit complete documentation of the student's application to My Oxbridge by email or other efficient method.
3. The responsibilities of the Consultant to My Oxbridge shall include promotion of My Oxbridge and its programs, advising prospective applicants and preliminary assessment of individuals' qualifications in accordance with stated My Oxbridge admissions criteria.
4. In the advising of individuals and the dissemination of information the Consultant shall take all reasonable measures to ensure that only factual and up-to-date information is given.
5. The Consultant shall endeavour to introduce and recommend individuals who are eligible academically and can provide satisfactory evidence in advance of registration that they are able to finance their studies for their entire duration without any difficulty.
6. The consultant is obliged to offer My Oxbridge services to clients exclusively at officially published prices*.

*Additionally, only fees that have nothing to do with My Oxbridge and are not related to training (air travel, preparation of documents, escort, etc.) can be charged to the client.

7. All additional services (transfers, excursions, Meet & Greet services) in the UK during the student's stay at My Oxbridge International School can be ordered exclusively through the My Oxbridge Admission Office.

8. All correspondence with My Oxbridge must be conducted only through official e-mail in English and only on weekdays. Communication by phone or WhatsApp only in exceptional cases requiring urgency.

9. Prior to the student's arrival at My Oxbridge International School, the Consultant must acquaint the student and their parents with the My Oxbridge International School rules and send a signed copy of the Welcome Pack to My Oxbridge. In the event of a gross violation by the student of the rules of conduct and daily routine, the student will be expelled from the School and immediately sent home at the expense of the Agent.

10. Prior to the arrival of the student at My Oxbridge International School, the Consultant is obliged to inform the School administration about all the characteristics of the student, including health and behavioral characteristics. All cases regarding the admission of students with special needs and behavior are discussed individually.

11. The consultant is strictly prohibited from using visa invitations for non-educational purposes.

12. If a student or representative of the Consultant, after receiving a visa, did not use the services of My Oxbridge Education Limited specified in the invitation, without a good reason, then the visa received will be immediately revoked and the deposit paid by the Consultant will not be returned.

C. Agent commission:

1. For each student enrolled at My Oxbridge International School by the Consultant on a permanent basis, (i.e. for one week or longer), My Oxbridge shall pay to the Consultant a professional fee which varies up to 20% depending on the number of students sent.

From 1 to 5 students - _____

From 5 to 10 students - _____

From 10 to 20 students - _____

From 20 students and more - _____

For group requests, one free place for an accompanying adult is provided for every 10 people.

The fee will be payable in the form of an International bank draft to the Consultant.

The professional fee can only be paid after receipt of the fees into My Oxbridge account and an invoice is sent by the consultant. If a student leaves before the agreed end date, payment of professional fees will cease.

D. Payments between My Oxbridge Education Limited and Consultant

1. After confirming a place for a student, the Consultant is obliged to pay the £150 registration fee in accordance with the invoice. The registration fee is non-refundable. In the case of short programs and summer school, the registration fee is part of the total cost. In case of refusal of a visa or cancellation for a good reason, the registration fee is refunded in full. Otherwise, see paragraph B, section 12.
 2. Full payment for tuition and accommodation for students coming to short-term courses (Integration programs, International Leadership School) is made 2 weeks before the date of arrival at School.
 3. Payment for all additional services (extras) is made exclusively through My Oxbridge after agreement with the Consultant and provision of an invoice.
 4. All payments between My Oxbridge Education Limited and the Consultant are made only bank transactions or bank checks. Payment in cash is not allowed.
 5. When paying the invoice, the consultant must specify the reference specified in My Oxbridge invoice or the student's name. Otherwise, the payment will be returned to the Consultant and the amount sent will not be credited as payment.
- D. This **CONTRACT** is subject to cancellation by either party by six months written notice. The **CONTRACT** is valid for **one year** from date of signature, after which it may be subject to renegotiation.

THE TERMS OF THIS AGENT CONTRACT ARE HEREBY AGREED BY:

FOR:

My Oxbridge Education Limited
7 Bell Yard
Lower Ground Floor
London
WC2A 2JR

Email: info@myoxbridge.co.uk
Web: www.myoxbride.co.uk

Signature:

Name:
Date:

FOR:

Name:

Email:
Tel:
Web:

Signature:

Name:
Date: