

Admission Guidance

Service Agreement

Party A: _____

Party B: Brand New Consulting International Group Ltd.

This Service Agreement is entered into on (Date) _____ by and between:

Party A: ____ ("Client"), residing at [Address], and **Party B:** Brand New Consulting International Group Ltd., with its registered address at FLAT/RM XXXX, XX/F, XXXX BUILDING, XXX XXXX ROAD, HONG KONG.

Whereas both parties wish to enter into a written agreement containing the agreed terms and conditions under which Party B will provide services to the Client, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Amendment Policy

The Client acknowledges that this Agreement may be modified if Party B is required to handle matters on behalf of the Client that fall outside the scope of this Agreement, or due to significant changes in the Client's circumstances, undisclosed material facts at the time of application initiation, or changes in the policies of Canadian institutions regarding admission applications.

Any amendments or revisions to this Agreement must be made in writing and agreed upon by both parties. All changes and/or edits must be initialed and dated by both parties. Any material changes to this Agreement may require the execution of a new service agreement by both parties.

2. Responsibilities and Commitments of Party B

The Client engages Party B, and Party B agrees, to represent the Client in matters related to applications for admission to Canadian institutions/programs (including language programs).

In consideration of the fees paid and the matters outlined above, Party B agrees to perform the following, as applicable:

a) Assist the client in selecting and recommending institutions and programs based on their specific needs and background, while advising on relevant

admission requirements.

- b) Provide the Client with a checklist of required documents and information to support the application, and advise and assist the Client in submitting any supporting documents;
- c) Assist the Client in gathering relevant supporting documents;
- d) Keep the Client informed of any progress in their case and respond to all reasonable requests made by the Client;
- e) Act diligently and within the bounds of the law to achieve the best possible outcome for the Client in the aforementioned applications;
- f) Conduct a final review and confirmation of the Client's application, related forms, supporting documents, and application fees;
- g) Submit the Client's application materials to the relevant institutions and verify their receipt;
- h) Consult with Canadian institutions regarding any issues related to the processing of the application;
- i) Handle all communications with Canadian institutions on behalf of the Client regarding their application;
- j) Make additional written and/or oral representations to Canadian institutions and/or other relevant parties as necessary;
- k) Prepare the Client in advance if a selection interview with an admissions officer is required.

Additionally, Party B shall perform the following functions:

- l) Ensure that the Client receives at least one offer of admission from a designated Canadian institution by Party B, including but not limited to the institutions agreed upon by Party A.

Party B shall provide the Client with a final signed copy of this Service Agreement.

3. Responsibilities and Commitments of the Client

3.1 The Client must provide all necessary information and documents as requested by Party B.

3.2 The Client understands that they must provide accurate and truthful information. Any misrepresentation or omission may invalidate this Agreement or significantly affect the outcome of the application or the validity of any admission obtained. If the Client intentionally provides inaccurate, misleading, or false information, Party B's obligations under this Service Agreement shall be null and void, while the Client's obligations shall remain in effect.

3.3 If a Canadian institution contacts the Client directly, the Client shall immediately notify Party B.

4. Billing Method

4.1 The Party A shall be billed on a fixed-fee basis.

The details of this billing method are as follows: CAD 1,500, which includes:

- a) Application services for two (2) institutions specified by Party A;
- b) If neither application is successful, the Party B will guarantee admission to a designated backup institution, which is in Party B's sole discretion upon communicating with Party A.

4.2 For each additional application to an institution, an extra fee of CAD 600 will be charged separately under this Agreement and must be agreed upon by both parties.

5. Payment Terms and Conditions

Professional Fees: CAD 1,500

Third-Party Fees: Institution application fees (included).

Total Fees: CAD 1,500

6. Payment Schedule

Deposit CAD 1,500, payable upon signing this Agreement.

7. Confidentiality

7.1 Party B shall not disclose any information or documents received for the preparation of the application to any third party other than agents and employees of Canadian institutions, except as required by law or as necessary for the application process.

7.2 The Client shall not disclose any information or documents provided by Party B, or any matters contained in this Agreement, to any third party without prior consent from Party B.

8. Force Majeure

8.1 Party B shall not be deemed in breach of this Agreement if it fails to fulfill any terms due to circumstances beyond its control, such as government restrictions, subsequent legislation, war, strikes, or natural disasters.

8.2 In the event of such force majeure, if the Agreement cannot be continued, the Agreement shall be deemed terminated.

9. Termination

9.1 This Agreement shall be deemed terminated upon completion of the tasks specified in Section 2.

9.2 If significant changes in the Client's application or qualifications render the services under Section 2 impossible to continue, the Agreement shall be deemed terminated.

9.3 If Party B exhausts all possible means to contact the Client and receives no response for three months, the Agreement shall be deemed terminated.

9.4 If Party B fails to submit any application by the end of the period of twelve months from signing and payment due to Party A's reasons, the Agreement shall be deemed terminated.

10. Refund Terms

10.1 If Party B terminates the Agreement after Party A has made the payment, Party B shall refund the full amount of the professional fees. Any processing fees incurred shall be borne by Party B.

10.2 If Party A terminates the Agreement before Party B submits any school applications within twelve months from signing and payment, 50% of the professional fees shall be refunded. Any processing fees incurred shall be borne by Party A.

10.3 If the Agreement is terminated due to reasons specified in Section 9, all payments shall be non-refundable.

11. Governing Law

This Agreement shall be governed by the laws of Hong Kong. Any disputes related to the terms of this Agreement shall be resolved by the competent courts of Hong Kong.

12. Miscellaneous

12.1 The Client expressly authorizes Party B to act on their behalf within the scope of the specific functions outlined in Section 2 of this Agreement.

12.2 This Agreement constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior oral or written agreements, understandings, warranties, representations, negotiations, and discussions, unless otherwise expressly stated herein.

11.3 This Agreement shall be binding upon the parties and their respective heirs,

administrators, successors, and permitted assigns.

12.4 This Agreement may only be amended or revised in writing and agreed upon by both parties. All changes and/or edits must be initialed and dated. Any material changes may require the execution of a new service agreement.

12.5 The Client may designate a representative to act on their behalf in dealings with Party B after signing this Agreement.

12.6 The provisions of this Agreement shall be deemed severable. If any term is found invalid by a court of competent jurisdiction, it shall be severed, and the remaining terms shall remain in full force.

12.7 The headings in this Agreement are for convenience only and shall not be interpreted as supplementing or limiting the covenants and agreements contained herein.

12.8 The parties shall execute all necessary or reasonable actions, deeds, documents, and assurances to fully and effectively achieve the intent and purpose of this Agreement.

12.9 The parties confirm that they have had sufficient time to review this Agreement and the opportunity to seek independent legal advice before execution. If any party chooses not to seek independent legal advice, they do so voluntarily and without undue pressure, and the failure to obtain such advice shall not be used as a defense against fulfilling obligations under this Agreement.

12.10 The Client acknowledges receipt of a copy of this Agreement and agrees to be bound by its terms.

12.11 Electronic signatures shall be recognized and deemed sufficient for mutual consent if the Client is not present to sign the Agreement.

12.12 In the event of a potential or actual conflict of interest, if the Client does not provide written consent to proceed after full disclosure by Party B, the Agreement shall be deemed terminated.

14. Contact Information

Party A (Client):

Name: _____

Phone Number: _____

Address: _____

Email: _____

Party B:

Email: info@visahelper.co

Company: Brand New Consulting International Group Ltd.

Address: FLAT/RM XXXX, XX/F, XXXX BUILDING, XXX XXXX ROAD, HONG KONG

Whatsapp: <https://wa.me/85265706983>

Email: info@visahelper.co

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Signature of Party A_____

Signature of Party B_____