



## ADMISSION CONSULTING CONTRACT

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**Dear Applicant,**

**We thank you for choosing iGradGlobal as your guide in your endeavours for admission to overseas colleges & universities. As this involves a joint coordinated effort between us, we have listed down the process for you to minutely peruse, understand and accept by signing at the end to formalize the same.**

**General Points to Remember:** This contract covers the expectations that guide an efficient delivery of services from iGradGlobal to the Student

**1. Applicant/ Student Involvement:**

- 1.1 The *Student's involvement in the process is as vital as ours*. We expect wholehearted co-operation/timely response from the applicant in order to ensure that he/she submits quality applications to universities in time.
- 1.2 We expect you to *play a pro-active role* in the process since it is YOUR application.
- 1.3 After enrollment, Student is expected to provide complete details related to work experience and educational background. This will assist our team in understanding the Student's profile leading to quality counselling .
- 1.4 We advise *applicants to apply early*. iGradGlobal has observed that just having a good profile doesn't guarantee admission, it is important to stick to the timelines.
- 1.5 Attendance for the workshops and sessions is mandatory

**2. Counselling Fee:**

- 2.1 The *fees charged for our services* do not include University application fee, the applicant's standardized test (SAT/GRE/GMAT/TOEFL/IELTS etc), score reporting fee, visa processing fees or any courier charges that he/she may incur.
- 2.2 All application forms (paper or online), financial aid forms and supplemental documents will have to be duly filled by the applicant and mailed/posted to the respective universities as directed by iGradGlobal's expert representative .
- 2.3 We will *not be couriering* any of these documents.

**3. Communication between Student and iGradGlobal:**



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3.1 Mode of communication will be EMAIL with a response time of 24 hours.

3.2 In case of emergency, the applicant can call, SMS, chat OR have a Skype call with the admission advisor ONLY by prior appointment a day in advance.

3.3 iGradGlobal communicates in a formal & respectable manner with all its stakeholders.

We expect utmost caution from all applicants in ensuring formal & courteous communication as expected from any person seeking overseas studies. We may discontinue delivering services to the applicant for any violation.

#### 4. Work hours:

4.1 Our office timings are 10 am to 7:30 pm on weekdays.

4.2 On Saturdays and Sundays, we work for half days.

#### 5. Deferring/ Roll Over

5.1 In the remote possibility that the applicant receives rejection letters (without even receiving interview calls) from all the universities he/she applied through us, we will provide the applicant free service for the same number of universities for the subsequent intake year and not beyond that. (Condition: Provided applicant applied to SAFE universities as suggested by iGradGlobal).

5.2 Applicant can opt out of the process only at the different process milestones indicated in the process document, through an email stating the reason for same.

5.3 If for some genuine reasons the applicant wishes to defer our services, he/she may do so in consultation with the Admissions Advisor through a formal email. Please understand that it is permissible to defer our services only from one fall/spring intake to the following fall/ spring resp. intake and no further.

5.4 If you decide to defer the services after completing any step of the program, you cannot redo those steps for next upcoming year.

#### 6. Change of Course:

6.1 If you decide to change the course within the same enrolled year, you will have to upgrade. This will be treated as a new enrollment.



7. We *reserve the right* to use the applicant's name in any marketing campaign/communication we undertake



## Terms and Conditions for the Contract

### STEP –I – SHORTLISTING

1. Course, Country and Short listing of Universities: After conducting, *a detailed profile mapping of the applicant and based on his/her profile and preferences*, the advisor will suggest the most suited specialization, country and help the applicant draw up a tentative shortlist of universities. This shortlist will assist the applicant in free score reporting to universities at the time of taking the standardized test provided the student had started the process at an early stage with us.
2. Applicant needs to mention the preference of the university that he/she has.
3. A list of 12-15 universities will be provided in the *Preliminary list*.
4. Applicant has to finish the pre-app process before the admission advisor decides his/her final university list.
5. Applicant needs to revert with the final set of universities within a stipulated time, communicated by the admission advisor.
6. Admission checklist will be provided to the applicant for these final set of universities.
7. Any dream university/program applied to by the applicant shall be at the applicant's own risk.
8. We recommend that the applicant finalizes 6 Universities for MS/PhD/UG or 5 Schools for MBA after the applicant receives the first shortlist based on discussion with his/her advisor from iGradGlobal.

### STEP – II – APPLICATION EDITING

Under the Editing Service, an Admissions Editor is assigned who is responsible for editing the applicant's essays/SOP, reference letters, resume in order to project his/her personality and profile in the best possible manner.

Here are some guidelines to follow to ensure quality reviews:

1. In case the applicant opts only for services under Step –II he/she shall not be provided any short-listing services under Step–I.
2. The applicant must therefore furnish the name/list and deadlines of the university/universities for which he desires to avail Step-II services.
3. iGradGlobal will provide editing services to the best of its capabilities. However since our experts were not involved during short listing of universities, the *applicant will be solely responsible for receiving admits/rejects despite our best efforts at editing the documents*.
4. The applicant has to inform his/her admission advisor about the programs that he/she is willing to apply to (technical and/or management). The applicant has to inform about this in writing before signing up for the process with iGradGlobal. The *applicant cannot change his/her decision during the process*.
5. The applicant can avail of a *single program to apply to* during the process of the counselling program for all the finalised universities .



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6. In the event that the applicant decides to apply to more programs, he/she needs to upgrade with the differential of fees
7. Once your Admissions Editor finishes work on all finalized universities, the applicant will be deemed to have availed of all the services under Step-II, irrespective of whether he/she ultimately submits the applications to the finalised universities or not.
8. The Admissions Editor is *not designed to take the applicant's place*. The applicant is required to WRITE his/her own essays/SOP, resumes etc and then use our expertise for editing.
9. The *applicant is required to submit the drafts* according to a pre-determined schedule in consultation with the Admissions Editor and give the Editor reasonable time to revert with the drafts review and for the normal process of exchange of e-mails before finalizing essays etc.
10. The editor assigned shall help the applicant prepare up to a *maximum of three drafts* of any written work that is required, for example SOP/ ESSAYS etc. As regards the quality of the written work, the decision of the advisor shall be final and binding.
11. We *do not provide sample essays*. We focus on creating original and personalized essays. We are bound to uphold the confidentiality of each student (i.e. applicant) that comes to us for the Admission consulting Program.
12. The applicant must give us at least 4 working days to get the drafts edited for a particular university. Editing drafts in a short span will hamper quality.
13. During peak application season, if an applicant's university deadline is not immediate, there will be a mutually agreed upon timeframe between the applicant and the editor as to when this application shall be processed.
14. The timeline for the applicant to get back with the updated version on the review document sent to him will depend on the deadlines.
15. *No review* will be done *less than 2 days before the deadline* of the University that the applicant is applying to.
16. The number of reviews *depends on the quality of the 1st draft* that the applicant sends to the advisor.

### **STEP –III – APPLICATION REVIEW AND ASSISTANCE**

1. The applicant will be informed in a timely manner regarding the deadline for application and it is the responsibility of the applicant to complete the formalities on time. We take *no responsibility of applications not submitted by deadlines*.
2. Applicant needs to send us the UID and password with the link of the specific university 4 days prior to the deadline date. Last minute submissions will not be entertained.
3. Applicant needs to send us all the app queries of a specific university in a Word Document with a Snapshot of the Application page along with the online application form User id and Password.
4. Applicant must give the Admissions Advisor at least 2 working days to review the completed application queries through email.



#### **STEP –IV –VISA COUNSELLING**

1. The applicant will be guided in the Visa Processing and documentation, financing options and finally the pre-departure orientation session.
2. iGradGlobal will conduct a workshop, verify the forms and finance documents and also conduct a mock interview, wherever needed.
3. In case of Visa Counselling Service, our Visa Expert can only help the applicant thoroughly prepare for the visa interview. We *cannot guarantee visas* since the decision to accept/reject visas rest with the Embassy officials.

#### **PAYMENT:**

1. Mode of payment is *NEFT or Cash transfer* for which a receipt will be sent. We do not encourage any part payments; if there are any, these need to be cleared by the last date of the month. You can use a scheduled bank transfer and send in the snapshot for the same.
2. Your process will be temporarily discontinued in the event of non-payment.

#### **REFUND POLICY:**

1. Once an applicant has enrolled for any stage of the process, there are no refunds on any ground for that stage.

I agree and acknowledge that I the undersigned have fully read and understood the admission counseling process rules and regulations set across by iGradGlobal and I would abide by the terms and conditions mentioned thereof.

Date: Name of the Applicant: Signature of the Applicant: