

SERVICE AGREEMENT

UNIVERSITY ADMISSION & STUDENT RELOCATION SERVICES

This agreement defines the terms under which EDU-CENTRE DK provides admission, visa and arrival support.

1. THE PARTIES

THE CLIENT

FULL NAME _____

PASSPORT NUMBER _____

NATIONALITY _____

ADDRESS _____

EMAIL _____ TELEPHONE / WHATSAPP _____

THE AGENCY

EDU-CENTRE DK SP. Z O.O.

Operating as Etudier en Pologne

Rynek 2, 32-640 Zator, Poland

Represented by: Yuga Buassa

KRS: 0000806143

NIP: 5492456552

AGREEMENT DATE _____

AGENCY INITIALS _____

TARGET STUDY LANGUAGE _____ COUNTRY OF RESIDENCE _____ NEAREST POLISH EMBASSY / CONSULATE _____

2. PURPOSE

The Agency provides administrative and advisory support for study selection, university applications, visa preparation and settlement in Poland. It is not a university, consulate or public authority.

3. CHOOSE ONE PACKAGE

☐ ADMISSION

EUR 500

University application only

- + Academic profile and eligibility review
- + Programme, university and city selection
- + Up to 3 university applications
- + Accounts, forms and document checklist
- + Submission and university communication
- + Follow-up until admission decision
- + Tuition-payment guidance

☐ COMPLETE

EUR 1,500

Admission, visa and arrival

- + Everything included in Admission
- + Personalised student-visa checklist
- + NAWA and recognition guidance
- + Insurance, reservation and housing evidence
- + Consular appointment assistance
- + 5 interview-preparation sessions
- + Airport welcome and 30-day support

☐ DRC - LUANDA

EUR 2,500

Complete support through Luanda

- + Everything included in Complete
- + Angola entry-visa file assistance
- + Luanda travel and accommodation planning
- + Local transport coordination
- + On-site guide in Luanda
- + 10 interview-preparation sessions
- + Airport welcome and 60-day support

☐ FULL PAYMENT ON SIGNING

The selected package is paid before work begins. Third-party charges are separate.

NON-REFUNDABLE: VISA REFUSAL DOES NOT ENTITLE THE CLIENT TO A REFUND FOR WORK STARTED OR PERFORMED.

TOTAL AMOUNT PAID _____

PAYMENT DATE / REFERENCE _____

4. SERVICES AND ESSENTIAL TERMS

APPLICATION AND VISA PROCESS

The Agency assesses the academic file, recommends suitable programmes and cities, creates and manages the agreed application accounts, submits the applications and follows them until a decision. Under the relevant package it also prepares a personalised visa checklist, verifies the file, assists with the appointment procedure, organises the preparation sessions and helps with insurance, reservations and accommodation evidence.

LANGUAGE AND RECOGNITION

The institution may require accepted B2 proof in English or Polish. Evidence may include IELTS, TOEFL, Cambridge English, an accepted school certificate, university interview or internal test, depending on the institution. A Client without Polish B2 may need a preparatory language course. Courses and examinations are separate unless confirmed in writing. If required, the Agency guides NAWA, certified translation, legalisation, apostille or diploma-recognition formalities; the authority controls the outcome and timing.

CLIENT DUTIES

The Client must provide authentic, complete, accurate and readable documents on time; disclose previous admission or visa refusals; attend required appointments; meet academic, language and financial requirements; pay university, authority and third-party fees when due; and immediately report any material change. False, incomplete or late information may cause delay or refusal for which the Agency is not responsible.

DRC - LUANDA SUPPORT

For the EUR 2,500 package, the Agency assists with the Angola entry-visa file, travel planning, accommodation and local transport coordination, an on-site guide, final document verification and 10 interview-preparation sessions. The Agency coordinates these arrangements but does not pay official fees, travel, accommodation, food or living expenses.

5. STUDY PROJECT

WHY B2? It shows the university that the Client can follow the chosen language of instruction; the university may assess it for admission and the embassy may also request language evidence.

STUDY IN ENGLISH

☐ Bachelor's degree ☐ Master's degree

☐ I have an English B2 qualification

DOCUMENTS HELD (TICK ALL THAT APPLY)

☐ IELTS ☐ TOEFL ☐ PTE / PEIC
☐ Cambridge B2 First (FCE) ☐ School / university proof
☐ Other

ENGLISH UNIVERSITY AND CITY - WRITE 3 PREFERENCES

1 _____
2 _____
3 _____

6. ACCEPTANCE AND SIGNATURES

☐ I have read and understood the selected package, exclusions, payment terms, absence of any admission or visa guarantee, and the visa-refusal refund rule.

☐ I expressly request immediate performance before the statutory withdrawal period ends and acknowledge the consequences stated above.

CLIENT SIGNATURE / DATE _____

AGENCY SIGNATURE / DATE _____

EXCLUDED COSTS

Unless expressly included in writing, the fee excludes university application, registration and tuition charges; NAWA, nostrification and recognition fees; certified translations, legalisation and apostille; Polish or Angolan visa fees; insurance premiums; flights and local transport; accommodation and food; medical certificates and vaccinations; financial guarantees, notarised documents, language courses, examinations and personal expenses. Third-party payments follow that provider's refund rules.

NO GUARANTEE AND RESPONSIBILITY

Admission is decided exclusively by the university; appointments and visas by the competent authorities; and entry into Poland by border authorities. The Agency does not guarantee admission, a particular appointment or processing date, a visa, entry, or university accommodation. It remains responsible for performing its own contractual duties with reasonable care, but not for third-party decisions, rule changes, force majeure or Client-caused delay.

NON-REFUNDABLE - VISA REFUSAL AND CANCELLATION

A refusal of the Polish or Angolan visa does not entitle the Client to a refund of Agency fees for work performed, services started or costs committed. Those fees cover personalised assessment, research, document review, applications, communication, reservations and interview preparation. Mandatory consumer rights remain unaffected. For a distance contract, if immediate performance is requested during the statutory withdrawal period, the Client owes the proportion already performed. After full performance with express consent and acknowledgement, the withdrawal right may end.

LAW, DATA AND ENTIRE AGREEMENT

Polish law applies without removing mandatory consumer protections. The parties first seek an amicable solution before the competent court. Personal data may be shared only as necessary with universities, authorities, diplomatic missions, insurers, accommodation providers and other providers involved in the file. This agreement and written annexes form the entire agreement; amendments must be in writing.

STUDY IN POLISH

☐ I already have an accepted Polish B2 certificate

☐ I need a one-year Polish preparatory course

PREPARATORY CENTRE - TICK UP TO 3

☐ Jagiellonian University Polish School - Krakow
☐ CUT International Centre of Education - Krakow
☐ University of Lodz Polish Language Centre - Lodz
☐ UMCS Polish Language & Culture Centre - Lublin
☐ University of Silesia Polish School - Katowice