

# Africa2Georgia

## Consulting and process Agreement.

Admission and Visa center, 71 BCV Building, 2<sup>nd</sup> Floor, Vazha-Pshavela Avenue, Tbilisi, Georgia 0186

**\*\*Print, Fill and Upload this document when submitting your online application\*\***

This form is considered part of your application. Your application will not be reviewed until a signed copy has been received.

### I. The Parties

This Consulting & process Agreement ("Agreement") is made effective as of \_\_\_\_\_ January 2021, by and between Africa2Georgia LLC with a mailing address of 71, BCV Building, 2nd Floor, Vazha-Pshavela Avenue, Tbilisi, Georgia 0186 ("Consultant") and an individual known as \_\_\_\_\_ with a mailing address of \_\_\_\_\_

\_\_\_\_\_  
("Student").

### II. Requirements.

The student is required to provide the following requirements

- International Passport
- Secondary school certificate (Undergraduate)
- Bachelor certificate (Masters)
- Birth certificate (In case of a student below the Age of 18)
- Power of attorney from the parent (In case of a student below the Age of 18)
- Transcript (Only required if the student is transferring from another University)

### III. The services.

The Consultant shall provide the following services ("Services"):

- Collection and Verification of the student's Documents
- Conduct a video interview with the student under the regulations of the Ministry of Education and Science of Georgia
- Provision of Study Offer Letter
- Translation and Notarization of the student's documents
- Course registration of the Student
- Submission at the National Quality Enhancement center, Tbilisi Georgia
- Process and Collection of the student's Recognition Letter
- Full enrolment of the student with Admission Letter
- Collection of Ministry Decree
- Visa preparation and Documents
- Visa Application and collection
- Reservation of Accommodation
- Assistance with Flight ticket
- Airport pick-up in Tbilisi, Georgia
- 1 Month Free Accommodation
- Introduction process (Tour of the city, Full information about how the country works)
- Application for the Student's Georgia ID Card (Residence card)
- Subject selection
- Guidance during the entire study duration
- Assistance with Jobs (Optional)

## IV. Terms.

The Services shall commence: Upon Initial Registration Fee, and end upon the student's Graduation.

## V. Payment.

In consideration for the Services provided, the Consultant is to be paid the following:

- **25,000 Naira** – (Initial Registration fee)
  - Video Interview
  - Provision of Study Offer Letter
  - Translation and Notarization of the student's documents
  
- **200,000 Naira** – (\*Expedited\* Application and Processing Fee)
  - Course registration of the Student
  - Submission at the National Quality Enhancement center
  - Process and Collection of the student's Recognition Letter
  - Full enrolment of the student with Admission Letter
  - Collection of Ministry Decree
  - Visa preparation and Documents
  - Visa Application and collection
  - Reservation of Accommodation
  - Assistance with Flight ticket
  - Airport pick-up in Tbilisi, Georgia
  
- **\$300 Dollars** - on arrival
  - 1 Month Free Accommodation
  - Introduction process (Tour of the city, Full information about how the country works)
  - Application for the Student's Georgia ID Card (Residence card)
  - Assistance with Jobs (Optional)
  - Subject selection ("Payment")

## VI. Payment Interval.

Consultant shall be paid, in accordance with Section IV, when the Consultant sends an invoice to the Student. After the Student receives the invoice by the Consultant, it shall be paid within 3 days.

## VII. Tuition Fee.

The student shall only pay required Tuition fee directly to the school and not via any 3<sup>rd</sup> Party. Payment of tuition fee usually comes after the Full enrolment of the student

## VIII. Retainer.

Part of the services to be rendered by the Consultant is Guidance during the entire study duration. Client is not required to pay a retainer as part of this Agreement.

## IX. Expenses.

The Consultant shall be responsible for all expenses related to providing the Services under this Agreement. This includes, but is not limited to, supplies, equipment, operating costs, business costs, employment costs, taxes, disability insurance, unemployment taxes, and any other cost that may or may not be in connection with the Services provided by the Consultant including out-of-pocket expenses except Flight ticket and Tuition fee.

## X. Termination Clause.

The Consultant and student may terminate this Agreement at any time with notice of at least 35 Days notice.

## XI. Return of Records.

Upon termination of this Agreement, the Consultant shall deliver all records, notes, and data of any nature that are in the Consultant's possession or under the Consultant's control and that are of the Student's property or relate to the Student's business.

## XII. Disputes.

If any dispute arises under this Agreement, the Consultant and the student shall negotiate in good faith to settle such dispute. If the parties cannot resolve such dispute themselves, then either party may submit the dispute to mediation by a mediator approved by both parties. If the parties cannot agree with any mediator or if either party does not wish to abide by any decision of the mediator, they shall submit the dispute to arbitration by any mutually acceptable arbitrator. The costs of the arbitration proceeding shall be borne according to the decision of the arbitrator, who may apportion costs equally or in accordance with any finding of fault or lack of good faith of either party. If either party does not wish to abide by any decision of the arbitrator, they shall submit the dispute to litigation. The jurisdiction for any dispute shall be administered and decided upon the student.

## XIII. Liability Insurance.

The Consultant agrees to bear all responsibility for the actions related to themselves and their employees or personnel under this Agreement. In addition, the Consultant agrees to obtain comprehensive liability insurance coverage in case of property damage, contractual liability, and cross-liability. The Consultant shall not be required to have liability insurance covering any potential liabilities they may possess with providing their Services to the Client.

## XIV. Documents and Legal Notice.

All documents and notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in-person or via Electronic mail or deposited in the Postal Service via Certified Mail with return receipt.

## XV. State and Federal Licenses.

The Consultant represents and warrants that all employees and personnel associated shall comply with federal and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

## XVI. Payment of Taxes.

Under this Agreement, the student shall not be responsible for:

- a.) Taxes from the Consultant's payments to employees or personnel or make payments on behalf of the Consultant;
- b.) Making any compensation contributions on the Consultant's behalf; and
- c.) Making payments of taxes incurred while performing the Services under this Agreement, including all applicable income taxes.

## XVII. Confidentiality & Proprietary Information.

The Consultant acknowledges that it will be necessary for the student to disclose certain confidential and proprietary information to the Consultant in order for the Consultant to perform their duties under this Agreement. The Consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the student without the student's prior written permission except to the extent necessary to perform the Services on the student's behalf.

Proprietary or confidential information includes, but is not limited to:

- a.) The written, printed, graphic, or electronically recorded materials furnished by student for Consultant to use;
- b.) Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that student makes reasonable efforts to maintain the secrecy of

### **XVIII. Assignment and Delegation.**

The Consultant may assign rights and may delegate duties under this Agreement to other individuals or entities acting as a subcontractor ("Subcontractor"). The Consultant recognizes that they shall be liable for all work performed by the Subcontractor.

### **XIX. Governing Law.**

This Agreement shall be governed under the laws in Georgia.

### **XX. Severability.**

This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

### **XXI. Additional Terms and Conditions.**

The student shall only communicate, submit document or make payment (For services listed in Section IV) only via the authorized official channel of the consultant, The Consultant shall not be liable for any sort of loss due to communication via unauthorized channel. The authorized channel of the consultant are listed below

- a) Official website: Africa2Georgia.com (Including live chat on the website)
- b) Email: [help@africa2goergia.com](mailto:help@africa2goergia.com), [apply@africa2goergia.com](mailto:apply@africa2goergia.com), [pay@africa2goergia.com](mailto:pay@africa2goergia.com)
- c) Official Phone numbers:
  - +995511143386 - Admission/Visa (Available on WhatsApp)
  - +995511135475 - Customer Service (Available on WhatsApp)
  - +995322900882 – Direct Office Line (Not available on WhatsApp)
- d) Official Bank account in Dollars:
  - Account Name: AFRICA2GEORGIA LLC
  - Bank Name: TBC BANK
  - Account number: GE76TB7162336120100007
  - BIC: 204854595,
  - Swift Code: TBCBGE22,
  - Zip Code: 0102

Official Bank account in Naira:  
Diamond Bank (Now Access Bank)  
Account number: 0094079071  
Account name: MAYORPLAY MEDIA.

- e) Official address: 71 BCV Building, 2nd Floor, Vazha-Pshavela Avenue, Tbilisi, Georgia 0186

The student shall agree not to conduct any illegal activity within the school area or cause any damage to the school property during study duration, the student will be liable for any damage to school property

## XXII. Entire Agreement.

This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the student and Consultant. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Note: Original student signature required - student's signature should match signature on passport.**

### Representative's Information

(A Representative is someone we can contact if we are unable to contact you)

Name of Representative: \_\_\_\_\_

Representative's Email (Required): \_\_\_\_\_

Representative's Skype or Phone: \_\_\_\_\_

### Representative's Relationship to Student (Choose one):

- Family Member
- Friend
- Agent (If an Agent is your representative, please state the name of the Agency below)

\_\_\_\_\_

Consultant's Signature:

Admission Officer

Date: January 21, 2021