

REGISTRATION FOR IEC SERVICES IN REGARDS TO UCAS APPLICATION TO NON-IEC PARTNER UNIVERSITIES¹

UNIVERSITY APPLICATION SERVICE THROUGH UCAS

With this registration I authorize IEC Online GmbH (Marienstr. 19/20, 10117 Berlin - hereafter referred as "IEC") to act as my university agent to apply for an undergraduate degree in the United Kingdom through UCAS (The Universities and Colleges Admissions Service).

Please note: IEC offers its application service free of charge for an undergraduate degree application, if you only apply to IEC's partner universities:

- Aberystwyth University
- Anglia Ruskin International College / Anglia Ruskin University
- Coventry University
- Dublin Business School
- London Brunel International College / Brunel University London
- London South Bank University
- Northumbria University Newcastle
- Sheffield Hallam University
- Southampton Solent University
- University of Birmingham
- University of Chichester
- University of East London
- University of Hull
- University of Liverpool
- University of Roehampton
- University of South Wales
- University of Southampton
- University of Sunderland
- University of Westminster
- University of West London
- University of Winchester

This registration form is **only** for students applying to NON-IEC partner universities. In this case, IEC charges 750 EUR (incl. taxes) for handling your UCAS application, see terms & conditions. You can choose up to five universities from the United Kingdom. These are the universities that I would like to apply through IEC that are listed in order of my personal preference for the UCAS system:

1. _____
2. _____
3. _____
4. _____
5. _____

¹ IEC UCAS Service Agreement as of 06.02.2017

Applicants' personal data

Last name:	
First name:	
Mothers name:	
Place of birth:	
Date of birth:	
Nationality:	
Street:	
City & ZIP code:	
Country:	
High school name & address	
Érettségi subjects & level (for example History / közép)	Subject 1: Level (közép/emelt): Subject 2: Level (közép/emelt): Subject 3: Level (közép/emelt): Subject 4: Level (közép/emelt): Subject 5: Level (közép/emelt):
or IB (if applicable)	OR <input type="checkbox"/> Yes, I will take an IB.
Credit Card Number (for UCAS appl. Fee 24 GBP)	
Valid until	
CVV Code (last 3 numbers on the back of the card)	
Name and Signature of cardholder	

I have read and agree to the terms and conditions.

Place:	
Date:	
Signature:	

TERMS & CONDITIONS FOR REGISTRATION FOR IEC SERVICES FOR UCAS APPLICATION:

§ 1 Description of IEC Services for UCAS Application

- (1) IEC is a UCAS registered agent in Germany, Austria, Switzerland & Hungary.
- (2) IEC will act as your university agent to apply for an undergraduate degree in the United Kingdom through UCAS (The Universities and Colleges Admissions Service, wwwucas.com).
- (3) IEC UCAS Service Fee includes the following services:
 - a. Introduction of the UCAS application system.
 - b. Introduction of the higher education system in the United Kingdom.
 - c. Information on all entry requirements to your preferred universities including all academic as well as language requirements.
 - d. Full list of your application documents for your preferred universities.
 - e. If necessary, information on IELTS preparation and testing centers in Hungary.
 - f. Tracking of your application in UCAS.
 - g. If necessary, step-by-step advising service for clearing.
 - h. Information on how to accept your offer through UCAS.
 - i. Information on the UK student loan system for EU students.
- (4) IEC will register the application with UCAS and complete the Applicant's UCAS registration.
- (5) These services are executed at the IEC office in Berlin, Germany.
- (6) IEC does not guarantee the success of the application. IEC cannot be made liable by the outcome of the Applicant's application with UCAS under any circumstances.

§ 3 IEC UCAS Service Fee

- (1) IEC is entitled to charge a service fee of **750,00 EUR** for the above mentioned services. This IEC UCAS Service Fee includes the official German VAT of 19%: 119,75 EUR). This is the amount to be received by IEC, the applicant covers any transaction fees that apply.

- (2) This fee is payable to the following account:

IEC Online GmbH
Bank name: Berliner Bank Niederlassung der Deutsche Bank PGK AG
Bank address: Hardenbergstr. 32, 10623 Berlin

Bank number: 10070848
IBAN: DE05 1007 0848 0074 2411 00
BIC / SWIFT code: DEUTDEDB110
Account number: 074241100

- (3) The IEC service fee is due 10 days after receiving an invoice from IEC. A resignation from the current agreement is only possible within 10 calendar days after submitting the registration to IEC and before receiving the invoice. The resignation can only be done by a written confirmation (email is not sufficient). A resignation is not possible, if an invoice was issued.

- (4) IEC will start the application process through UCAS after the payment by the applicant is fully received by IEC.
- (5) IEC agrees to reimburse the IEC UCAS Service Fee (750 EUR) to the applicant, if IEC receives a financial compensation from the chosen university of the applicant. The reimbursement is depending on the following conditions:
 - a. The applicant must successfully enroll at one of the universities and pay the tuition fees to the university.
 - b. The university has to fully pay IEC a financial compensation for the recruitment of the applicant.
 - i. The payment of the university has to be made to IEC firstly.
 - ii. IEC will reimburse the IEC UCAS Service Fee after six weeks after the payment of the university arrived.

§ 3 Applicant's Personal Data

- (1) This registration includes the Applicant's personal data as described in the registration above.
- (2) The Applicant hereby agrees for IEC to use his or her personal data for the UCAS registration.

§ 4 Applicant's Responsibilities

It is the applicant's responsibility to provide IEC with any documents or information that are needed for the UCAS registration, such as:

- IEC application form
- personal statement (up to 4,000 characters or 47 lines of text can be used, including spaces and blank lines; for further details please visit: www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement)
- all academic transcripts (such as final high school diploma, and other relevant academic certificates)
- letter of reference (for further details please visit: www.ed.ac.uk/studying/international/applying/reference)
- language proof (if English is not the Applicant's first language, most universities and colleges will want to see a qualification in English, or that the Applicant takes a specified test in English - for example *CAE*, *CPE*, *TOEFL* and IELTS; for further information please visit: www.studential.com/applying/internationalstudents/entryrequirements)
- in some cases further documents and information (such as CV, copy of passport or other documents that will be requested from the IEC student advisor)

The registration to this agreement contains the applicant's registration information.

§ 5 UCAS Fees & Payment

- (1) The applicant agrees that UCAS requests an application fee that is dependent of the number of university applications to be registered on his or her behalf. The applicant can choose between the following options:
 - a. one undergraduate application to UK institutions in total

- b. more than one, but maximum five undergraduate applications to UK institutions in total
- (2) It is the Applicant's responsibility to pay this application fee directly to UCAS if an application fee applies.
- (3) The current UCAS application fees are available here: www.ucas.com/how-it-all-works/undergraduate/filling-your-application/references-payment-and-sending. This fee is to be paid by credit card by completing and forwarding IEC's credit card authorization form to IEC. The UCAS application fee is essential for completing the application with IEC and is to be paid together with the IEC service registration.

§ 6 Resignation

- (1) Both parties are able to resign from the agreement within 10 workdays.
- (2) The resignation shall be made in written form.