

## REGISTRATION FOR IEC SERVICES IN REGARDS TO UNDERGRADUATE APPLICATION TO NON-IEC PARTNER UNIVERSITIES<sup>1</sup>

With this registration I authorize IEC Online GmbH (Marienstr. 19/20, 10117 Berlin - hereafter referred to as "IEC") to act on my behalf, to apply for an undergraduate degree in the United Kingdom through UCAS. Including the submission of applications, communicating about my application directly with the university, and the signing of application declarations where required. I consent for IEC to be copied in to communications between the Universities given in this application and myself. I have read and understand the contents of this form and hereby agree for the sharing of my application and personal details.

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

- Aberystwyth University
- Anglia Ruskin University/Cambridge Ruskin International College
- Brunel University London/London Brunel International College
- Canterbury Christ Church University
- Hult International Business School London
- London South Bank University
- Northumbria University Newcastle
- Sheffield Hallam University
- Solent University
- University of Birmingham
- University of Derby
- University of East London
- University of Hull
- University of Liverpool
- University of Roehampton
- University of Southampton
- University of South Wales
- University of Sunderland
- University of Sunderland London Campus
- University of West London
- University of Westminster
- University of Winchester

This registration form is for students applying **not only** to IEC partner universities. In this case, IEC charges 750 EUR (incl. tax) see terms & conditions. You can choose up to five universities from the United Kingdom. **These are the universities and courses that I would like to apply through IEC** that are listed in the order of my personal preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

<sup>1</sup> IEC UCAS Service Agreement as of 25.09.2018

## Applicant's personal data

Last name:		
First name:		
E-mail and Mobile phone number:		
Mother's name:		
Place of birth:		
Date of birth:		
Nationality:		
Street:		
City & ZIP code:		
Country:		
Secondary school's name & address:		
Start and end date of secondary school studies:		
Work or volunteer experience:	Name and Address of institution:	
	Date: from DD/MM/YYYY	to: DD/MM/YYYY
Tuition Fee Loan required?	YES	NO
IELTS or Cambridge exam score and Issue number:	IELTS Academic Overall score: TRF No.: Writing score: Speaking score: Listening score: Speaking score:	Cambridge Overall Score Issue No.: Writing score Speaking score Listening score Speaking score
Language exam other than IELTS:		
Érettségi subjects & level (for example History / <u>közép</u> : 5):	Subject 1: Subject 2: Subject 3: Subject 4: Subject 5: Subject 6 (if applicable):	GRADE: Level (közép/emelt): Level (közép/emelt): Level (közép/emelt): Level (közép/emelt): Level (közép/emelt): Level (közép/emelt):

International Baccalaureate (if applicable):	GRADE:	
	Subject 1:	Level (HL/SL):
	Subject 2:	Level (HL/SL):
	Subject 3:	Level (HL/SL):
	Subject 4:	Level (HL/SL):
	Subject 5:	Level (HL/SL):
	Subject 6:	Level (HL/SL):

## TERMS & CONDITIONS FOR REGISTRATION FOR IEC SERVICES FOR UNDERGRADUATE APPLICATION:

### § 1 Description of IEC Services for Undergraduate Application

- (1) IEC is a UCAS and Education UK 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 system.
- (3) IEC Undergraduate Service Fee includes the following services:
  - a. Introduction of universities application systems.
  - 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.
  - g. If necessary, step-by-step advising service.
  - h. Information on how to accept your offers.
  - i. Information on the UK student loan system for EU students.
- (4) IEC will register the application with 'UCAS' - University and Colleges Application System and complete the Applicant's registration.
- (5) These services are executed at the IEC office in Budapest, Hungary.
- (6) IEC does not guarantee the success of the application. IEC cannot be made liable by the outcome of the Applicant's application with the given universities under any circumstances.

### § 3 IEC Undergraduate 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 after the payment by the applicant is fully received by IEC.

### § 3 Applicant's Personal Data

- (5) This registration includes the Applicant's personal data as described in the registration above.
- (6) The Applicant hereby agrees for IEC to use his or her personal data for the undergraduate application for application purposes
- (7) The handling of the Applicant's personal data is handled under GDPR ruling as it is regulated on IEC's website under this link: <https://www.ieconline.hu/info/adatvedelem.html>

### § 4 Applicant's Responsibilities

It is the applicant's responsibility to provide IEC with any documents or information that are needed for the application by the 31st of December before the 15th of January deadline, such as:

- a. **IEC application form** completed with all the information asked, dated and signed by the applicant or the applicant's legal representative if under 18 years of age.
- b. **UCAS application form** completed with all the information asked, dated and signed by the applicant or student's legal representative if under 18 years of age.
- c. **List of all the universities where student wishes to apply** listing the universities' full name, course name and the courses' UCAS code.
- d. **Personal statement** (up to 4,000 characters or 47 lines of text can be used, including spaces and blank lines in WORD document).
- e. **Predicted grades** (part of reference or as a separate document if applicable).
- f. **Hungarian Matura** (when applicable) or Érettségi Bizonyítvány in original copy for scanning and translation.
- g. **1 letter of reference** (with the name, position, E-mail and telephone number of Teacher in WORD document).

- h. **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.ieconline.hu](http://www.ieconline.hu)).
- i. **Proof of identity** (Passport or ID).

Please note: The registration to this agreement contains the applicant's registration information. The student is able to still apply after the 15th of January deadline, but the Universities are upholding the right not to offer a place in the second cycle of the application period. The second application period is still possible through IEC until the 30th of June.

## § 5 Undergraduate Application Fees & Payment

UCAS system is requiring a payment of application fee through an online payment which can be done through the Applicant's own UCAS portal. When the student is applying for only one institution or course the application fee is 18 GBP. If the student wishes to apply to more than one institution or/and courses, the multiple application fee is 24 GBP. The student is required to hold a debit bank card or the student's legal representative has to be able to provide a debit card to pay the application fee. The student will be notified by IEC's advisor how to pay the application fee during the application process. The student is required to pay the application fee until the 15<sup>th</sup> of January. If the applicant fails to pay the application fee, the application will be automatically withdrawn by IEC. IEC does not guarantee the success of the application in the second cycle. IEC cannot be made liable by the outcome of the Applicant's application with the given universities under any circumstances.

## § 6 Resignation

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.

I have read and agree to the terms and conditions.

Place an Date:	
Signature of student or legal representative (if under 18 years of age):	