

STUDY ABROAD- TERMS & CONDITIONS & IMPORTANT NOTES

Terms and conditions

Fee Payment and Refund Policy

Learning and Development Bureau only deals with genuine students and the Company assumes that your intention to study abroad is honourable. The Company reserves the right to terminate your admission process should it have any reason to believe that you supply fake documents or give false information at any point of your admission and visa process.

To comply with the existing immigration rules that only genuine students be allowed to study in their choice country, the company is now requiring full or part payment of tuition fees to be paid, or proof of maintenance fund before such student can be assisted with seeking entry clearance visa to study.

Learning and Development Bureau understands this policy and seeks to ensure quality control by asking all its partners to remit such fees to its account for onward transfer to the respective institutions no later than 14 working days such fee is paid by prospecting students.

To accept an offer some students, who are assessed as 'overseas' for the purposes of their tuition fees, are required to pay a non-refundable, non-transferable tuition fees or deposit. The fee will not be refunded unless one of the situations detailed in the section below arises.

Eligibility for refunds of processing fee/deposits

Processing fee deposits may be refunded* under the following circumstances:

Refusal of an application for immigration permission

Learning and Development Bureau may provide a refund* of a tuition fee/deposit:

- (a) if a student has applied for entry clearance or leave to enter in order to study and this application is refused causing them to be unable to travel to, or remain in, the country to start their studies.
- (b) If a student situation falls within the 'extenuating circumstances' category below.

** Please note that refund in section 1(a & b) above are subject to a deduction of 15% handling fees.*

Exclusions

Learning and Development Bureau will not provide a refund of a deposit:

- (a) if a student is found to have used deception in their application to the immigration authorities or to their respective institutions; or
- (b) if a student's immigration application is refused because they have previously breached their immigration conditions, committed some other criminal offence or used deception.
- (c) If a student voluntarily withdrawn from pursuing his or her course of study for any reason other than visa refusal.
- (d) If a student fails to meet the conditions of his or her offer letter for reasons other than visa refusal. For instance, failure to provide original copy of academic transcript/certificate or failure to meet the English Language requirements. It is strongly advisable for students should ensure they are certain that they are capable of meeting the conditions of their offer and wish to accept their offer of a place **before** paying any tuition fee
- (e) If a student changes their minds for any reason other than visa refusal.

However, where a student successfully appeals the immigration decision shall not apply.

Extenuating circumstances

A student may be eligible for 50% refund of their fees if the student:

- (a) has to withdraw from pursuing their study due to illness; or
- (b) has to withdraw from pursuing their study due to the death of a close family member; or
- (c) has to withdraw from pursuing their study due to the death or incapacitation of their financial sponsor.

If the student meets this requirement, he or she may be entitled to a 50% refund of their paid fee/deposit provided they provide supporting documents.

IMPORTANT NOTES

Learning and Development Bureau is a well registered global educational institution that offers professional services in the real time educational sector. Registered in England and Wales as Learning and Development Bureau Ltd. The company trades in training, apprenticeships, internship, academic excursions and exchanges, international students' recruitment, tutoring and mentoring, foreign admissions and scholarship services, professional examinations liaison, and advisory services to government and academic institutions. The group works with colleges and universities across globe: United Kingdom, Africa, Asia, Canada, America (North, Central & Caribbean), Europe, and Oceania/Australasia. We also arrange career seminar and pre-departure programmes for our successful international students.

Learning and Development Bureau prides in its impeccable integrity and will take all reasonable steps to provide the educational service set out in its prospectuses. Should other circumstances beyond the control of the Company interfere with its ability to provide such a service, the Company will take reasonable steps to minimise the resultant disruption. Learning and Development Bureau does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Carefully fill the assessment form and return same to us preferably through email. The date we received your completed assessment form is the effective date of your registration. Your registration number shall be sent to you within 7 days. This equally serves as an acknowledgment of your completed assessment form. The information contained in this form will be used for the purpose of processing your application and, if your application is successful, will form the basis of your School record.

Applicants who have difficulties in using email can request and send assessment form and other correspondences through surface mail office in The United Kingdom at the address overleaf. Our policy is to complete our search to 50% of new applicants within five weeks and 90% within nine weeks. New applicants can only request the status of their application after five weeks from their effective date of registration. Please note that we do not award scholarship or offer admission but only link qualified applicants with countless number of scholarships/admission opportunities worldwide. And as such, the decision of the schools/funding/awarding bodies is the final. A processing fee will be charged, depending on the peculiarity of individual application.

Should you become a registered client of **Learning and Development Bureau**, this notice shall be a **term of any contract between yourself and the Company or its partners**. Any assistance made to you by **Learning and Development Bureau** is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

Notes for guidance

General

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to foreign Universities.
- To determine your eligibility for scholarship to foreign Universities.
- To enable Learning and Development Bureau to compile statistical reports.
- To enable Learning and Development Bureau to initiate your record and monitor progress of application.
- To share information with other educational consultants, schools and government departments.

Section 1 Personal details: Complete this section in BLOCK CAPITALS.

Criminal convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box you may be asked to send in further information.

Section 2

Disability: Please state and describe your condition and, where it is not obvious, indicate whether you have special needs.

Disabilities include but not limited to Dyslexia, sight impairment, hearing impairment, mobility difficulties using a wheelchair, in need personal care/support, mental health difficulties, unseen disability (e.g. diabetes, epilepsy, asthma).

Section 3 Fee status

Please state your country of permanent residence and give details of your financial status, especially who will pay your fees or who will be responsible for your living expenses in case you are offered tuition free course or part scholarship.

Section 4 Details of course(s)/Schools for which you wish to apply

You need to indicate an order of preference for your courses and school choices. If you do not indicate an order of preference then it will be assumed that you have none.

Section 5 Examinations

Enter the exact subject name used by the examining body and the name of the examining body **in full**. If you have qualifications obtained you should give details of all examinations taken as preparation for entry to higher education (e.g. School and Higher School Certificate). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form. You will be expected to produce original qualifications at enrolment.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time. This information will be used by admissions staff in assessing the information provided in Section 8.

Section 8 Personal statement

Enter here any information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations and relevant experience. This section is very important to decision taking as regards your success in the application.

Information concerning your intellectual, social, sporting or other interests should also be included. You should give details here of any non-examined subjects which you are studying.

Section 10 References

Three academic references must be if we require further references these will be requested. Referees must comment on your likely ability to follow and succeed on the course.

Section 11 Declaration

Any assistance which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of **Learning and Development Bureau** and by signing this form you are confirming your agreement to this. **Any false information provided or misrepresentation can mean withdrawal of any assistance made. If you are submitting the form online(email attachment, your full name shall be taken as your signature)**

OUR SERVICES

Learning and Development Bureau is a well registered global educational institution that offers professional services in the real time educational sector. Registered in England and Wales as Learning and Development Bureau Ltd. The company currently offers a 5-Tier services which is described below.

Tier 1: Regular financed admission

Tier 1 is for students who wish to seek admission to institutions and courses of choice abroad on a self-finance and sponsored basis. The services include stress free admission to institutions and courses of choice, visa guidance, and accommodation and follow up support services when arrived abroad.

Specifically, Tier 1 services include:

- ❖ Search and advise students on career path and course of choice based on candidates' portfolio;
- ❖ Do a preliminary eligibility assessment for candidates;
- ❖ Make appropriate packaging of candidates' portfolio to meet the requirements for admission as we guarantee admission for all qualified candidates;
- ❖ Assist candidates with the writing of research proposal and personal statement;
- ❖ Make applications for admission on behalf of candidates to as much as three institutions.
- ❖ Do a follow-up on candidates' applications
- ❖ Visa counselling and assistance
- ❖ Arrival and accommodation assistance for candidates (UK only for now)
- ❖ Work study assistance
- ❖ Post study work permit visa assistance

Tier 2: Scholarship, studentship and grant seeking services

Tier 2 offers scholarship and grant seeking services for interested candidates. The company is committed to assessing candidates and make applications for grants, scholarship and access other available financial assistance opportunities on behalf of interested candidates. As at December 2016, *the Company* has no fewer than 8,800 opportunities in its database and efforts are being made everyday by its research team to update and upload more opportunities in order to serve its clients better. Because of the growing competitive nature of the global financial assistance opportunities as against the ever increasing demand for financial assistance from students, *the Company* is unable to guarantee every candidate of winning grants, scholarship or tuition reduction or waiver. However, the company can only guarantee that extra efforts are made to package candidates' portfolio very attractive enough to win the attention of the grant making bodies. It is also a promise that the company will explore and make applications to as much as five places on behalf of the candidates as a case.

Specifically, Tier 2 provides the following scholarship and grant seeking services for every candidate:

- ✚ Search and recommend scholarship and grant seeking opportunities for candidates;
- ✚ Do a preliminary eligibility assessment for candidates;
- ✚ Make appropriate packaging of candidates' portfolio to meet the requirements of the funding institutions;
- ✚ Assist candidates with the writing of research proposal and statement of research interest;
- ✚ Make applications for scholarship and grant seeking services on behalf of candidates to as much as five places;
- ✚ Do a follow-up on candidates' applications.

Tier 3: Free Tuition schools in Europe

For candidates seeking free tuition courses in Europe, the good news is that there are over 300 recognised universities in Europe where tuition is absolutely free. All you need is to demonstrate ability to accommodate and support yourself while in Europe. Although, you will be eligible to work and study at the same time but that does not exempt you from demonstrating your financial ability to support yourself while seeking entry clearance.

Specifically, **Tier 3** offers the following for every candidate:

- Search and advise students on career path and course of choice based on candidates' portfolio;
- Do a preliminary eligibility assessment for candidates;
- Make appropriate packaging of candidates' portfolio to meet the requirements for admission as admission to free tuition schools is somewhat competitive;
- Assist candidates with the writing of research proposal and personal statement;
- Make applications for admission on behalf of candidates to as much as three institutions.
- Do a follow-up on candidates' applications;
- Visa counseling and assistance;
- Study and Work assistance;
- Post study work permit visa assistance

Tier 4: Low tuition schools in Europe

Students seeking low tuition courses in recognized institutions in Europe

There are quite a number of universities and colleges in Europe where their tuition is as extremely as low as 700 euro. This is very much affordable to most schools in most African countries. Specifically, **Tier 4** offers the following admission services for every candidate seeking low tuition schools:

- ✓ Search and advise students on career path and course of choice based on candidates' portfolio;
- ✓ Do a preliminary eligibility assessment for candidates;
- ✓ Make appropriate packaging of candidates' portfolio to meet the requirements for admission as we guarantee admission for all qualified candidates;
- ✓ Assist candidates with the writing of research proposal and personal statement;
- ✓ Make applications for admission on behalf of candidates to as much as three institutions.
- ✓ Do a follow-up on candidates' applications
- ✓ Visa counseling and assistance
- ✓ Work and study assistance
- ✓ Post study work permit visa assistance

Tier 5: Students seeking short work placements and summer school abroad.

The Company in collaboration with government, academic institutions and non governmental agencies helps students and young professionals each year to grow personally and to develop their potential through participation in a wide variety of work and study programmes. This enables the participants to expand their knowledge and skills and to enhance their professional qualifications. University and polytechnic students seeking industrial attachment and other internship opportunities can make use of these unique services to gain needed experience in a more developed country with high standard and productivity.

This includes

- ❖ Students enrolling for summer school programmes in universities and colleges abroad.
- ❖ For students seeking work placement or Industrial attachment abroad. *The Company* makes efforts to link students with interested companies and institutions abroad;
- ❖ Students seeking Internship opportunities abroad
- ❖ Students seeking exchange programmes

Cost of services

Concerted attempts are made continually to offer services to candidates at very affordable rate. For now, our charges are very competitive and one of the cheapest in the world over.

The current charges are as follows:

Tier 1- Five hundred (£500) Great Britain Pound or its equivalent

Tier 2- Four hundred (£400) Great Britain Pound or its equivalent

Tier 3- One thousand and two hundred (£1200) Great Britain Pound or its equivalent

Tier 4 - Six hundred and fifty (£650) Great Britain Pound or its equivalent
Tier 5 – Three hundred and fifty (£350) Great Britain Pound or its equivalent

Terms of payment

It is very appropriate for candidates to commit themselves financially before commissioning the company to undertake services for them. However, the terms of payments vary slightly depending on Tier categories. The current charges are as follows:

Tier 1- Full payment or on a 70-30 percent installmental basis. 70% shall be made at the start of the admission process while the remaining 30% is payable on the receipt of offer of admission. In other words, to start the admission process, candidate must pay 70% of the processing fee. The remaining shall be made upon offer of admission.

Tier 2- Full payment at once for candidates taking Tier 2 only. However, candidates taking Tier 1 & 2 together shall be allowed to pay on a 70-30 percent installmental basis. 70% shall be made at the start of the process while the remaining 30% is payable on completion.

Tier 3- Full payment or on a 50-50 percent installmental basis. 50% shall be made at the start of the admission process while the remaining 50% is payable on the receipt of the visa. In other words, to start the admission process, candidate must pay 50% of the processing fee. The remaining shall be made upon receipt of visa. Please note that under Tier 3, the 50% advance payment is refundable less 20% surcharge to take care of application fees and other fees incurred during admission process. Upon receipt of visa, the remaining balance of 50% is due. Please note that our charges do not include visa application or passport issuance fees. However, we can offer assistance in getting genuine passport.

Tier 4 - Full payment or on a 70-30 percent installmental basis. 70% shall be made at the start of the admission process while the remaining 30% is payable on the receipt of offer of admission. In other words, to start the admission process, candidate must pay 70% of the processing fee. The remaining shall be made upon offer of admission.

Tier 5 - Full payment at once for candidates.

Mode of Payment

Payment for all the services can be made through different payment means including credit card, pay pal, direct bank transfer etc.in Nigeria at any First bank in Nigeria and Eco Bank branches in other parts of Africa into Learning and Development Bureau Account. Payment outside Nigeria or in the United Kingdom shall be made through direct bank transfer to Barclays bank or through paypal or credit/debit cards. Payment without bank transactions/confirmation is disallowed and the Company shall not be liable to such.