

ENGAGEMENT LETTER

For Study Overseas or Abroad Services

Date: [_____]

Client Name: [_____]

Address: [_____]

Dear [Client's Name],

We are pleased to confirm our engagement with you in providing **Study Overseas or Abroad services** through **WIMAGE International**. This letter outlines the terms and conditions under which we will be offering our services and defines our mutual responsibilities.

Scope of Services

We will assist you in achieving your goal of studying overseas by offering the following services:

1. Application & Enrollment Management

- Guidance on selecting educational institutions.
- Assistance in preparing and submitting applications to the selected institutions.
- Tracking application statuses and facilitating enrollment in the approved institution.

2. Pre-Departure & Post-Arrival Arrangements

- Support with visa application and documentation.
- Assistance with securing accommodation and flight bookings.
- Airport pick-up and post-arrival orientation services in your study destination.

Our services are designed to facilitate a smooth process, from selecting an educational institution to ensuring a comfortable transition into your new academic environment.

Client Responsibilities

You agree to provide timely, accurate, and complete information and documentation necessary to complete your application. Delays in providing such information may result in delays in service.

Fees and Payment Terms

Our fees for the services outlined are **USD 2,000** and are payable as follows:

- **50% upon acceptance of the service:** The initial payment is required upon signing the agreement and confirming your decision to proceed with our services.
- **50% upon completion of enrollment, before departure:** The remaining balance is due once your enrollment process is finalized, just before your departure to the chosen study destination.



In addition to our service fees, clients are responsible for covering the following expenses:

- Tuition fees for the university or college.
- Airfare or travel expenses.
- Accommodation (on-campus or off-campus housing).
- Living expenses, such as food, transport, and other daily costs.
- Health insurance and other essential coverage.
- Application fees required by universities or visa authorities.

Additional fees may apply for extra services, which will be communicated in advance.

Confidentiality

We are committed to maintaining confidentiality and privacy regarding all personal and sensitive information shared with us during this engagement. Your information will only be used for the purpose of delivering the agreed services.

Termination

Either party may terminate this agreement by providing **30-day** notice in writing. If termination occurs, we will be entitled to fees for the work completed up to the termination date.

Limitation of Liability

While we commit to providing professional and diligent service, we are not responsible for the outcomes or decisions made by third-party institutions (such as educational institutions, government authorities, or immigration bodies) in response to your applications.

Acceptance

Please confirm your acceptance of this engagement by signing below and returning a copy to us. Should you have any questions or require further clarification, feel free to contact us.

We look forward to working with you and helping you achieve your academic goals abroad.

Sincerely,

WIMAGE International

+6011 2848 7853



**WORLDWIDE MULTINATIONAL AGENCY
AND GLOBAL ENTERPRISE**

"Your Global journey starts here"

Client Acknowledgement

I, _____ accept the terms outlined in this engagement letter.

Signature: _____

Date: _____

