



**Student Details**

First Name		Family Name	
English Name		Date of Birth(DD/MM/YYYY)	
Nationality		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Passport Number		Place of Birth	
Expiry Date(DD/MM/YYYY)		Mobile Number	
Boarding Address in the UK			
E-Mail Address			

**Parent Details**

Father's Full Name			
Mobile Number		E-mail Address	
Address			
Nationality		Farther's Business Telephone	
Passport Number		Occupation	
Mother's Full Name			
Mobile Number		E-mail Address	
Address			
Nationality		Mother's Business Telephone	
Passport Number		Occupation	
Name and details of contact person in the UK			

**Agent/Agency(if any)**

Name of Agent and address	
Agent's telephone number	

**Guardianship Package Details**

Guardianship Package	<input type="checkbox"/> Premium	<input type="checkbox"/> Standard	<input type="checkbox"/> Sixth Form	<input type="checkbox"/> University
Start Date(DD/MM/YYYY)				
Term of Course Commencement	<input type="checkbox"/> Autumn	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	

Proposed Duration of Study in the UK(Terms/Years)	Terms/Years		
Name of the UK School (if known)			
Proposed UK School Year(if known)			
School Address			
Telephone Number		School Emergency Number	
Name of Houseparent			
Houseparent E-mail			

Other Details			
Diatary Requirements			
Do you have allergies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allergies Details
Medical Conditions/Learning Difficulties			
Please specify your personal character			
Please list all activities /interests/hobbies.			
Name the activities and interests you would pursue in UK			
Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Religious affiliation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Religion
Level of English		Where did you hear about us?	

I understand the agreement and give consent for my child tick.

- Stay in suitable homestay accomodation arranged by Edugo if requested.
- Travel to and from School with the responsible delegate(s) appointed by Edugo
- I give my consent for Edugo to act on my behalf to regulate and correct my child's behavior when necessary.
- I give ny consent for Edugo to act on my behalf to regulate and correct my child's behavior when necessary.
- I give Edugo and host family to giv my child named medication when necessary.
- Agree for Edugo to use your child's photos doe marketing purposes.
- Students aged under 16 must return home every day by 9pm(at the latest), unless otherwise agreed by Edugo in Edugo in advance.

If you will organise your child's accomodation, please write details here.

Full Name:

Mobile:

Telephone no:

Address:

If you organise your child's transport within UK, please write details here.

Private arrangement (taxi or family/friend)

Public transport (coach, bus, underground or train)

Contact details of the person making transfer:

### **Guardianship Terms and Conditions**

This agreement is made and entered into by and between Edugo Guardian ("Edugo") and the legal guardian ("the Parent") of the student ("the Student") with the specific and mutual goals of providing the agreed guardianship service. Therefore, it is mutually agreed that:

#### **1. The Responsibility of Edugo**

- 1.1. The agreement is valid for the period stated above.
- 1.2. For services lasting the course of study, the agreement is valid from the beginning of the School term until the end of the study state above and the guardianship fee shall be paid annually.
- 1.3. Edugo shall provide the service agreed during the period indicated. Any additional services requested by the Parent will incur administration / service fees.
- 1.4. Edugo shall not provide guardianship services during summer and winter holidays. Holiday guardianship can be purchased separately.
- 1.5. When requested by the Parent, Edugo may send a member of staff where available to pay additional visits or attend additional meetings / events and charge the Parent the fees incurred, including but not limited to transportation and accommodation fees.
- 1.6. Edugo agrees to provide the Parent with their office opening and closing hours and work days. Except for emergencies, Edugo shall respond only during office hours and work days indicated.

#### **2. The Responsibility of the Parent**

- 2.1. The Parent agrees to provide Edugo and the School with the Student's travelling plans during school breaks at the beginning of each term, enabling Edugo to perform their duties, including looking after the Student and making suitable arrangements properly and appropriately. A fee of 100.00 GBP is chargeable shall the information is given later than indicated.
- 2.2. The Parent agrees to provide Edugo with at least two weeks' notice to arrange homestay accommodation. A two night minimum stay applies to all homestay bookings.
- 2.3. The Parent agrees to check their emails regularly. When parent's emails and/or contact telephone numbers are changed, they have to inform Edugo in writing. Edugo is not responsible to bear damages if emails are not read in time. To keep the best quality of service, the Parent shall respond to correspondence from Edugo, in order to keep the best quality of service. An emergency number is provided when the agreement takes effect.
- 2.4. The Parent agrees to comply with the School's rules and requirements. Edugo agrees to report to the School and the Parent shall the Student break the rules, including but not limited to having a longer holiday and staying in a hotel.
- 2.5. The Parent agrees to bear all bank charges and administrative fees. Edugo shall charge from the Emergency Fund Account when needed.
- 2.6. The Parent agrees to ensure the Student's passport, visa and legal documents are up-to-date, unless otherwise specified.
- 2.7. In emergency cases and when the Parent cannot be contacted, Edugo will arrange additional services for the Student, e.g. accommodation or taxi transfers. In these cases Edugo will charge from the Student Expense Account. In the case of Basic guardianship packages, the Parent agrees to pay the fees for the additional services.
- 2.8. If a service is booked for the Student (such as homestay, transfer, tutoring), subsequent services with the same service provider must be booked through Edugo. The Parent agrees not to approach or book services with these service providers independently.
- 2.9. The Parent and Student agree to comply to all guidance and regulations set out in the Student and Parent Handbooks, as well as all of Edugo's Policies and Procedures.
- 2.10. The Parent understand the medical release authorisation on our application form and confirm and undertake with Edugo that the Student has no allergies or special medical conditions which would affect the Students' medical treatment other than any disclosed separately in writing by the Parents. Edugo may at its discretion attempt to obtain consents from the Parent for serious or emergency may not be possible, whether because of language difficulties, shortage of time or otherwise, and Edugo will therefore be under no obligation to obtain any such consents from the Parent.

#### **3. Agreement Termination and Refund Policy**

- 3.1. The guardianship service fee is non-refundable.
- 3.2. The agreement shall take effect once it is signed and the agreed fee is received. In the case of a visa refusal, an admin fee of 10% of the payment received will be charged once a refusal letter is received.
- 3.3. Edugo shall terminate the agreement immediately if the Student is expelled by the School. A refund is not permissible.
- 3.4. Two-week's notice prior to arrival in writing is required should the Parent or the Student wish to cancel any arranged homestay accommodation or taxi transfers for a refund to be considered. The administration fees are non-refundable. If administration fees have not been charged, an administration fee of 10% of the accommodation/transfer fees applies to a refund. Bank transaction charges will be deducted from the refund amount if the transfer is made to an overseas account.
- 3.5. This agreement will be automatically renewed until the course of study finishes, unless there are exceptional circumstances which justify short notice, as discussed with and agreed to by us in writing. Parents will give Edugo Guardian at least one School Term's written notice before bringing this Agreement to an end. If fail to give the required notice, parents will be charged Guardianship Fees for one full School Term, in lieu of notice.
- 3.6. The agreement will be terminated if any of the above conditions are not met.

#### **4. Additional Services**

- 4.1. The Parent agrees to inform Edugo as early as possible if they would like to book additional services for the Student during school holidays, e.g. homestay accommodation, taxi transfers etc. A fee of 100.00 GBP is chargeable shall the information be given later than expected.

#### **5. Valid for Day, Premium and Standard packages only:**

- 5.1. The Parent agrees to transfer sufficient funds into the Student Expense Account whenever requested by Edugo. If the account value of the student reaches £400 or lower (£250 for the Sixth Form, £150 for the University), Edugo will notify the student's parents so that the account balance is restored. The Student Expense Account shall be used to pay for homestay accommodation, transfers and emergencies. The Parent shall transfer

additional funds should they wish to give the Student spending money or directly into the Student's bank account. Edugo reserves the right to refuse to make arrangements when there aren't sufficient funds in the account. Or a penalty of 100.00 GBP or 10% of the fee pre-paid by Edugo (whichever is larger) shall be compensated.

5.2. The Parent agrees to notify Edugo before the end of the Spring (2nd) term should they wish to discontinue the guardianship service the next academic year or a penalty of 35% of the guardianship fee will be charged.

#### 6. Severability

6.1. This Agreement shall be governed by and construed in accordance with the laws of the state and/or country in which the service is to take place.

6.2. If any part, paragraph or any portion of any section of this Agreement is determined to be unenforceable or invalid for any reason whatsoever that unenforceability or invalidity shall not affect the enforceability or validity of the remaining portions of this Agreement and such unenforceable or invalid part, paragraph or portion thereof shall be severed from the remainder of this Agreement.

#### 7. Disputes

This Agreement shall be governed by the laws of the UK and it shall be interpreted on the basis of the laws of the UK. Any disagreements between the Parties and related to the Agreement shall be settled by negotiations. Upon failure to reach an agreement, the disagreements shall be settled in the UK Court pursuant to the laws applicable in the UK.

#### 8. Change of School

When requested by the Parent, Edugo shall transfer the Student to a different School. A placement fee is chargeable. The Parent is responsible for informing the School of any changes and Edugo shall not be liable for any school penalties charged.

#### 9. Limitation of Liability: Indemnification

Except as otherwise specifically provided herein, neither party hereto shall be liable for any liability, claims, losses, costs, expenses, injuries, or damages of any nature whatsoever, which the other may be subject to or incur as a result of any activities in connection with this Agreement. Each party shall indemnify and hold the other harmless from and against any liability, claims, losses, costs, expenses, injuries or damages howsoever caused, by reason of any injury sustained to person or property, arising out of, associated with, or reasonably foreseeable as a result of a party's act, negligence, default, or omission, and shall pay all sums to be paid or discharged in relation thereto. If either party is sued in any court by reason of the conduct of the party as described above, such other party will discharge any judgment rendered in favour of the opposing litigant. Nothing herein is intended to nor shall it relieve either party from liability for its own conduct.

#### 10. Extent and Exclusion of Edugo Guardian' Responsibilities

10.1 Edugo will inspect and check host families, but cannot accept responsibility for the actions of the Host Family in relation to the student.

10.2 Edugo cannot accept responsibility for any losses incurred or damage caused by the student to the School or time, and therefore the Parent should arrange Host Family or any other party at any insurance for the Student for loss of/damage to personal belongings and third party liability.

10.3 If there is an outbreak of any infectious or contagious disease in your country, in the UK or at your child's school and or if your child we cannot guarantee it and we would recommend following PHE(Public Health England) advice and for them to be isolated at school.

If the school requires your child to leave for any reason, including the school closing due to a pandemic or contagious outbreak, we will accept your child into our care for as long as is needed and pending the arrangements of your child's travel home. The cost of the return airfare and any costs incurred accommodating your child in such circumstances shall be reimbursed by you.

In the event of a temporary school closure, guardianship services will continue as normal until it reopens, with staff, host families, drivers and Edugo's designated staff being retained and on standby ready for the reopening of the school. No reimbursement of fees is due.

#### 11. Contact Details for Edugo Guardian

11.1. Young Hong: 0796 3489 778(if calling within the UK)

11.2. By Edugo 24/7 emergency number +(44) 759 4552 2204 (if calling from overseas), if calling within the UK, 0759 4552 2204.

11.3. By Email: info@edugoguardian.com

#### 12 Event Beyond The Control of The Parties

12.1 Force majeure: An event beyond the reasonable control of Edugo or Parents is a Force Majeure Event and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

12.2 Notification: If either Edugo or Parents is prevented from or delayed in carrying out its contractual obligations by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

12.3 Continued force majeure: If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification under clause 12.2 shall notify the other of the steps to be taken to ensure performance of its contractual obligations.

12.4 Termination: If the Force Majeure Event continues for a total period greater than 120 days, the party in receipt of notification under clause 12.2 may terminate this contract by providing at least three working days' notice in writing to the other party.

#### 13. Edugo reserves the right to make changes to its services and prices.

If you will organise your child's accomodation, please write details here.

Full Name:

Mobile:

Telephone no:

Address:

If you organise your child's transport within UK, please write details here.

Private arrangement(taxi or family/friend)

Public transport (coach, bus, underground or train)

Contact details of the person making transfer:

Parent's Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Edugo Signature: \_\_\_\_\_

Date: \_\_\_\_\_