Attention to Franchisees

International Business Academy Consortium LTD

January 18, 2023

**STANDARD PACKAGE OF DOCUMENTS**

**FOR CONCLUSION of the IBA EDUCATIONAL SERVICE AGREEMENT**

**Instructions for use; rules of use;**

**Links to documents.**

Dear colleagues, We ask you to accept a new MANDATORY STANDARD PACKAGE of documents for concluding an **IBA EDUCATIONAL SERVICE AGREEMENT** with students of our branches of the International Educational Network MINIBOSS & BIGBOSS BUSINESS SCHOOLS, LEONARDO ART SCHOOL, ROYAL BRITISH SCHOOL and other schools that are brands of the INTERNATIONAL BUSINESS ACADEMY CONSORTIUM (hereinafter - IBA).

The package of documents of the IBA came into force on January 1, 2023. From the moment of receiving this letter, all Franchisees are obliged to enter their data into the relevant sections of the relevant documents by February 1, 2023 and translate the documents into their own language, if required by the legislation of the countries where educational services are provided.

**Attention!**

The translations are used and certified by the Franchisee solely for reference purposes to be provided to customers.

All documents are filled in by the client INDEPENDENTLY or with the help of a branch specialist in English, signed manually, scanned (or digitally signed) and sent by

E-mail: **info@iba-consortium.com**

(if no additional addresses are provided by the Parties) or sent to the chat of its branch with the notification of the responsible person of IBA - the director of the **IBA Admissions Committee (Inessa Altonchenko).**

All documents are posted in the Franchisee's Personal Accounts, and the **IBA EDUCATIONAL SERVICE AGREEMENT itself is** available on the IBA website.

**The path to the package of documents through the Franchisee's Personal Account:**

**FRANCHISE DOCs WORK CLOUD -> -> MINIBOSS -> -> 2. Docs with Students -> ->**

**-> -> IBA EDUCATIONAL SERVICE AGREEMENT 2023**

For new franchisees whose **Personal area** are under preparation, we provide access via a direct link:

[**https://drive.google.com/drive/folders/1ml12s8UiKwjyhUIDW0xSvoqje8O-FC8k?usp=sharing**](https://drive.google.com/drive/folders/1ml12s8UiKwjyhUIDW0xSvoqje8O-FC8k?usp=sharing)

**Instructions for using the new package of documents**

**to conclude**

**EDUCATION SERVICE AGREEMENT**

Briefly, about the content and principles laid down in the new **IBA EDUCATIONAL SERVICE AGREEMENT 2023 package of documents** for concluding an agreement with clients:

**Folder 0. IBA EDUCATION SERVICE AGREEMENT signing procedure**

Contains an info graphic (Route Map) on the conclusion of the IBA EDUCATIONAL SERVICE AGREEMENT for new students and the renewal of contracts for existing Students of all IBA branches.

This document describes the contracting process for a new student. The process is scheduled to be presented to the student. Moreover, all points refer to the actions of the Student or his Representative (individual or legal entity), who signs the contract for him and makes payment.

**Folder 1. IBA EDUCATIONAL SERVICE AGREEMENT 2023**

Contains the contract itself. An offer is a type of contractual relationship that is signed by the client unilaterally. Signing is carried out by filling out an application form, which is called the "Application for Accession" (**APPLICATION FOR ACCESSION**).

The agreement is also posted on the IBA website in the "basement" of the site under the name **"TERMS & CONDITIONS"** (Terms and Conditions).

**Folder 2. IBA APPLICATION FOR ACCESSION 2023**

Contains **"Accession Statement"** in several formats:

**1. In "WORD interactive" format**

* The document is used by the Franchisee to edit data about the legal entity (company or individual entrepreneur) that provides services and accepts payments from students in each branch. Changes are made to the last paragraph 22 about the name of the Franchisee and his contact details).
* The document can be used to interactively fill out this Application for Accession if it is filled out for the client by the Branch employee himself, followed by a printout of the document for the client's signature (the fields to fill out are set to the desired font and size).

**2. In "PDF interactive" format**

* The document is used to be sent to the customer for self-filling and digital signature, or to be authenticated with a natural signature, then scanned and sent back to the IBA or branch office. This document may also be posted on the Affiliate website and/or on the IBA website

**3. In "PDF print" format**

* + The document is used as a form for manual filling and signing during face-to-face customer service.

This document is the only document that the client fills out and signs. Students over 18 can sign the document themselves.

**Attention!**

For branches whose clients enter into direct contracts with INTERNATIONAL BUSINESS ACADEMY CONSORTIUM LTD, tariffs apply, which will be increased by the cost of VAT.

**Folder 3. IBA ACADEMIC PROGRAMME & TUITION FEES 2023**

Contains the program and tuition fees divided into Educational Packages (Training Packages).

A document in PDF format is sent to the client for him to choose an Educational package, which must be indicated in paragraph 6. Application for accession (see Folder 2. IBA APPLICATION FOR ACCESSION 2023).

**Folder 4. IBA CONDITIONAL OFFER LETTER 2023**

Contains the letter "IBA CONDITIONAL OFFER LETTER", which is sent to the client confirming his conditional acceptance. That is, for the final acceptance of the Student for training, it is necessary to fulfil all the conditions that are described in this letter. Including making a payment.

Payment can be made on the basis of an issued invoice (invoice) or on the basis of the IBA CONDITIONAL OFFER LETTER itself, which **must contain** the payment details of the Franchisee, as an authorized organization in accordance with clause 22 of the Application for Accession (**APPLICATION FOR ACCESSION**), which has the right to accept payments and provide educational services **on the basis of the obtained Franchise License.**

In addition, the IBA CONDITIONAL OFFER LETTER indicates the period of study, the course for which the Student is accepted, the terms of study for obtaining a diploma, the start dates for each course and the cost of each full course, as well as contact details and address of the place of study.

The letter is sent to the student, among other things, to call for training if he will study in another country in order to obtain the appropriate visas and book accommodation.