

1. Introduction

This document explains the services that Elite Study Consultancy (called Elite Study in this document) offers to applicants using the company's help for their university application and enrolment. It also explains the terms used in the application and enrolment process, outlines ESC's responsibilities, and addresses GDPR rules.

2. Definition of terms

Applicant – Anyone who contacts ESC through any available communication channels and shows interest in applying and enrolling at any of the partner universities.

International applicant – An international applicant is anyone who needs a visa to study in the chosen country. A home applicant is anyone who has permission to live, work, and study in the selected country.

Partner university – Any university that ESC has officially partnered with through a signed agreement.

Communication channels can be: You can find information about the company on its website, social media pages (Facebook, Instagram, Twitter), company emails, and phone numbers for both office staff and field representatives.

Entry requirements are those specified by each partner university and ESC has no influence on any of them.

Admission tests Each partner university sets its own rules for organization and grading, and ESC is not involved in these processes.

Passing grades Each partner university has its own rules; some may use a pass/fail system, while others might use a grading system ranging from 1 to 10 or 1 to 100.

Application form – The form that ESC needs to fill out to start the application process. Each partner university has its own application form with specific information requirements.

ID – the official identification document that proves the applicant's citizenship.

Diploma/qualification/certificate – Any official document that proves the applicant's previous level of qualification. Residency evidence/visa/student visa – any document that proves the applicant's right to live, work, and study in the chosen country.

Resume – the applicant’s resume describing the last 3 years of working experience. **Personal statement** - a written description of the applicant’s personal details, interests, achievements, and hobbies.

Contact person – any person mentioned by the applicant as a point of contact or reference.

Conditional offer – The offer from any of the partner universities describing the conditions the applicant needs to fulfill to be admitted.

Unconditional offer – The final offer from the partner university, which includes details about the course, duration, tuition fee, mode of study, and campus.

UCAS Letter – Represents the Confirmation of Acceptance for Studies (CAS) for international students who need to apply for a student visa.

Finance application – the forms that need to be filled in to obtain finance in the countries where this is available.

3. ESC RESPONSIBILITIES

To contact the applicant after they show interest in the company's services.

To provide the most accurate description of the entry requirements for the selected university.

To ensure the applicant gets the conditional offer letter and help them meet the requirements.

To schedule the applicant for the entry test if needed.

To inform the applicant about the test results. If the applicant doesn't pass and needs to reschedule the test, ESC will handle it.

To inform the applicant when they get the unconditional offer and get the acceptance form signed.

To guide the applicant with the finance application. ESC isn't responsible for decisions made by the partner university or their admission criteria. ESC also has no responsibility for the finance application outcome.

GDPR

ESC is registered with the Commissioner’s Office (ICO). The provision of clause 4 is applicable to all agents and collaborators of ESC

3.1 The Principles of Data Protection

ESC must comply with the following principles, which are legally enforceable:

To handle personal and sensitive data (like ethnic origin, political opinion, faith, disability, sexual preference, criminal convictions, etc.) fairly and lawfully.

To obtain and process data fairly and lawfully, and not process it unless certain conditions are met.

To use personal and sensitive data for specified and lawful purposes, and not further process it in a way incompatible with those purposes.

To use personal and sensitive data that is reasonable, relevant, and not excessive for the particular purpose.

To use personal and sensitive data accurately and update it when necessary.

To keep and protect personal and sensitive data with appropriate security.

Not to store personal and sensitive data longer than necessary for its purpose.

Not to transfer personal and sensitive data outside the UK unless the recipient authorities ensure adequate data protection.

To release personal and sensitive data only with the person's consent or for national security purposes.

To collect adequate, relevant, and not excessive data to complete the required task and no more.

To retain personal information only as long as needed to fulfill its original purposes or as required by law, and to securely destroy it beyond this point.

Data Security

ESC and applicants are responsible for ensuring that:

Any personal data they process is kept securely in accordance with this policy.

Personal information is not accidentally or otherwise disclosed to any unauthorized third party.

ESC should note that unauthorized disclosure will usually result in disciplinary action and may be considered gross misconduct in some cases. Personal information should be stored in a locked filing cabinet, drawer, or safe. If it is computerized, it should be coded, encrypted, or password-protected on both a local hard drive and a network drive that is

regularly backed up. If a copy is kept on removable storage media, that media must also be kept in a locked filing cabinet, drawer, or safe.