



SERVICE AGREEMENT FOR ACADEMIC GUIDANCE AND SUPPORT

Admission and scholarship application support
for universities in the People's Republic of China



BRIDGE TO CHINA EDUCATION

English translation for information purposes. In the event of any discrepancy, the French version governs.

BETWEEN THE UNDERSIGNED:

BRIDGE TO CHINA EDUCATION, a sole proprietorship operated by Mr. SAGESSE NGASSAKI,
reachable at **sagessebandza@icloud.com**,
OF THE FIRST PART,

AND:

Full name:
Date / place of birth:
Nationality:
ID / Passport number:
Phone / WhatsApp:
Email address:
Residential address:
Hereinafter referred to as the "Candidate",
OF THE SECOND PART,

ARTICLE 0: SPECIFIC PROVISIONS FOR MINORS

If the Student is a minor on the date of signature, the agreement is entered into by their legal representative (parent or guardian), who confirms holding parental authority or legal guardianship. The legal representative must provide: a valid identity document, proof of their status as legal representative (birth certificate, guardianship order, or equivalent), and must sign the entire agreement on their behalf. Bridge to China Education reserves the right to suspend the file until these supporting documents are provided.

Name of legal representative:
Relationship to the student:
Representative's ID number:

ARTICLE 1: PURPOSE OF THE AGREEMENT

This agreement sets out the terms under which Bridge to China Education supports the Candidate in their guidance, admission, and scholarship application process for higher education institutions in the People's Republic of China.

ARTICLE 2: SCOPE OF SERVICES

2.1 Services included in the base package:

- Analysis of the Candidate's academic profile.
- Advice on and selection of at least 3 Chinese university/universities suited to the profile, proposed in writing to the Candidate.
- Assistance drafting and structuring the motivation letter / study plan.
- Technical submission and administrative follow-up of application files, with a progress report sent to the Candidate at least once every three (3) weeks.
- Filing of admission and scholarship applications (CSC, provincial, or university scholarships).
- Assistance and guidance with the student visa application (X1/X2).

2.2 Optional services (billed separately, subject to a signed amendment or separate quote):

- Official translation of academic or administrative documents.
- Arrival and campus settlement assistance service in China.

ARTICLE 3: FEES AND PAYMENT TERMS

All amounts below exclude taxes and transfer fees.

3.1 Application and processing fee (Deposit):

- The Candidate agrees to pay **200,000 FCFA** upon signature of this agreement.
- This fee covers the profile analysis, administrative processing, and submission of the application to the selected universities.
- This amount remains payable to Bridge to China Education once the application has actually been submitted, as compensation for work already carried out, except in the cases provided for in Article 5.4 (right of withdrawal) and Article 6 (refusal attributable to Bridge to China Education).

3.2 Service fee (payable only upon notification of admission and delivery of the JW201/JW202 form):

Situation	Amount
Simple admission (no scholarship)	400,000 FCFA
Admission with Partial Scholarship	600,000 FCFA
Admission with Full Scholarship	800,000 FCFA

3.3 Authorized payment methods: Bank transfer, VISA card, Mobile Money (Wave, Orange Money, MTN Mobile Money), Western Union, or Alipay, exclusively to the official details communicated in writing by Bridge to China Education. A receipt is issued for each payment.

ARTICLE 4: CLIENT OBLIGATIONS AND COMMITMENTS

- Provide all required documents within the deadline set by Bridge to China Education and the universities for the intended intake.
- Guarantee the authenticity and accuracy of all documents submitted (diplomas, transcripts, passport, criminal record, language test results).

- Any submission of falsified documents or false statements results in immediate termination of the agreement without refund of amounts already paid, without prejudice to any action the competent authorities may take, Bridge to China Education disclaiming all liability in this respect.

ARTICLE 5: LIABILITY, TIMELINES, UNFORESEEN EVENTS, AND WITHDRAWAL

- The Candidate acknowledges that application processing times depend on the universities and Chinese authorities; Bridge to China Education cannot be held liable for delays attributable to these third parties.
- Bridge to China Education is bound by an obligation of means: it applies its expertise to maximize the chances of success, the final admission or scholarship decision resting exclusively with the universities and the Chinese government.
- Bridge to China Education cannot be held liable for unilateral changes to admission policies or criteria occurring during the process.
- **Right of withdrawal:** the Candidate has seven (7) calendar days from the date of signature to withdraw in writing without justification, provided that no submission process has yet been initiated with a university. After this period, or if submission has already begun, Article 5.5 (abandonment) applies.
- **Voluntary abandonment** after the withdrawal period or after the file has been submitted: amounts already paid remain payable to Bridge to China Education to cover services already performed or committed to, not exceeding the amount of fees corresponding to services actually provided.
- **Force majeure:** neither party is liable for non-performance due to a force majeure event (major health crisis, border closures, armed conflict, exceptional government decision).
- **Limitation of liability:** in any event, the liability of Bridge to China Education, if established, may not exceed the amount of service fees actually received under this agreement.

ARTICLE 6: POLICY IN THE EVENT OF REFUSAL

6.1 Admission refusal by all universities:

- If the Candidate is refused by all universities applied to, the application is considered unsuccessful.
- Should the Candidate reapply through Bridge to China Education for the following intake, they benefit from a preferential rate of 50% on the application processing fee (i.e., 100,000 FCFA).

6.2 Visa refusal by the Embassy:

- **Fault attributable to Bridge to China Education:** if the refusal results from a proven error by Bridge to China Education in preparing the file — established by comparing the documents provided by the Candidate with the file actually submitted, or by any official Embassy document stating the grounds for refusal — Bridge to China Education will refund 70% of the service fees received, within 30 business days of notification of the refusal.
- **Fault attributable to the Candidate:** if the refusal results from a fault, negligence, omission, or personal situation of the Candidate (expired or lost passport, inaccurate statement during the interview, non-clean criminal record, expired document), no refund is due.
- In the event of disagreement as to the cause of the refusal, the parties agree to first pursue the amicable procedure set out in Article 8.

ARTICLE 7: CONFIDENTIALITY AND PERSONAL DATA PROTECTION

Bridge to China Education undertakes to handle the Candidate's documents and personal data (passport, criminal record, diplomas, contact details) confidentially, and to disclose them only to the universities, Chinese authorities, or service providers strictly necessary for the performance of this agreement. This data is retained for the time required to process the file, then archived or destroyed in accordance with applicable regulations. The Candidate may at any time request access to or deletion of their data, subject to legal retention obligations.

ARTICLE 8: GOVERNING LAW AND JURISDICTION

This agreement is governed by the law of the Republic of Congo and, where applicable, by the relevant OHADA Uniform Acts. In the event of a dispute concerning the interpretation or performance of this agreement, the parties agree to first seek an amicable solution, in particular through mediation.

Failing an amicable agreement within 30 days of written notification of the dispute, the matter will be brought before the exclusive jurisdiction of the Commercial Court of Brazzaville.

ARTICLE 9: SIGNATURES

Executed in _____, on _____, in two original copies, each party acknowledging receipt of their own.

For Bridge to China Education

(Name, signature and stamp)

The Candidate (or Legal Representative if a minor)

(Signature preceded by the handwritten mention "Read and approved")