



The following text is a summary of the 'Agreed Procedure' section of the Language Travel Services Provider Agreement. This does not replace the Language Travel Services Provider Agreement, and Language Tuition Providers must still agree to the Language Travel Services Provider Agreement in full in the format shown.

This is a summary of the agreed procedure between

'The Company' (Ido Language Travel Services Limited –
www.languagetravelservices.com)

&

'The Language Tuition Provider' (Language Schools)

SCHEDULE 1 “AGREED PROCEDURE”

Step 1: Introduction and approval of Language Tuition Provider

1. Telephone Introduction
2. Follow up email with sign-up invitation link
3. Language Tuition Provider completes online contact details form and agrees to Language Tuition Provider Agreement online, confirming agreement by clicking “Agreed to Terms” button. Once completed, this is to be printed and signed.
4. Applications are reviewed and approved.
5. Approval is confirmed by email with an email inviting them to complete their online profile.

Step 2: Completion of Online Profile

1. Once they have received their confirmation of approval, the Language Tuition Provider will be invited to update their online profile by signing in to www.languagetravelservices.com.
2. The online profile is being relied on by The Company to promote and sell courses to students.
3. Language Tuition Providers must honour all bookings made using this information until such time as they update their profile with the relevant changes. We cannot be responsible for failures to update profiles. Any profile updates will be updated as soon as practicable.
4. While we will do our best to ensure any potential mistakes are identified and filtered, the Language Tuition Provider is solely responsible for any errors or omissions in the online profile.

Referral of Customers to Language Tuition Provider

1. Customers select a Language Tuition Provider from the www.eurolanguages.com website or third party websites, based on the online profile information provided. Customers will agree to The Company terms and conditions.
2. As part of the application process, Customers pay a deposit which is non refundable. The deposit (20%) is The Company's commission which is immediately due and payable once the customer's details have been passed to the Language Tuition Provider.
3. Following confirmation of receipt of the application and successful payment, customers are sent a confirmation email that includes:
 - a. Details of remainder of fees to pay (full fees less deposit paid).
 - b. Details of where and how to pay remainder (school bank account).
 - c. School contact details
 - d. Map of school location
 - e. Any other relevant information

All of the above information is taken from the Language Tuition Provider's online profile.

4. A confirmation is also sent to the Language Tuition Provider.
5. The Language Tuition Provider must respond to the email by accepting the course booking (there will be a link to do this).
6. The Language Tuition Provider has 72 hours to confirm the booking.
7. If they fail to do so, an email reminder is sent. If Language Tuition Provider fails to confirm after a further 24 hours The Company will follow up with a phone call.
8. When the Language Tuition Provider clicks the link they are directed to a page with a receipt of confirmation and the agreement is logged in our system.

Payment and Liability

- Deposits paid to The Company are non-refundable once an introduction has been successfully made between the Customer and the Language Tuition Provider.
- After receipt of reservation request, we recommend that the Language Tuition Provider makes immediate direct contact with the Customer to ensure details of reservation are confirmed (including balancing payment) and to notify them of the terms and conditions of the Language Tuition Provider.
- Language Tuition Provider are responsible to the customer for any failure to deliver the service as advertised on the online profile, including but not limited to cancellations or variations in the courses offered.
- Should the customer fail to pay the remainder of the full fees by the agreed date, this is a matter for the Language Tuition Provider to address with the customer in accordance with the Language Tuition Provider terms and conditions.
- We are not liable to the Language Tuition Provider for any payments to be made by the Customer.
- Language Tuition Provider agrees that we are entitled to promote and sell their online profiles through third party websites and by signing this agreement, they are expressly authorising us to do this.