

Thank you for engaging My Degree Consultants Inc. We pride ourselves in delivering high quality educational consulting services to our clients. This letter will outline the nature and extent of the consulting services we will provide to you.

Services requested

You are initially engaging My Degree Consultants Inc. to assist you in planning your application or interview to professional school. Your consultation appointment will take place either in person, over telephone, or online via the internet, and will be of the duration specified on purchase. You and your consultant(s) will jointly agree to an agenda of topics to be covered prior to your appointment.

Objectives and responsibilities

You have the ultimate responsibility for all matters related to achieving your academic and professional objectives. Although we provide recommendations, final decisions will always be made by you. My Degree Consultants Inc. assumes no liability for any incomplete or inaccurate information transmitted during the consultation process, and cannot be held responsible for any actions taken based on our recommendations. To best assist you, it is important that you provide us with a full and complete disclosure of all relevant information, and keep us apprised of any changes on an ongoing basis. Please note that we do not verify or in any way ensure the accuracy and completeness of the information you supply. However, we may ask you to clarify certain material.

It is your responsibility to ensure that you meet all deadlines and criteria set by each institution. Please be aware that universities may require you to substantiate information which you report with respect to your application. You should retain supporting records for these purposes.

Securing university admission

Our objective is to work with you to secure admission to the university program(s) determined by you. Evaluation of application files and admission decisions are made solely by the universities. While we will endeavour to assist you to gain admission, we bear no responsibility for the final decision that each university makes.

The universities will communicate their admission decisions directly to you. If you have been offered admission, it is your responsibility for accepting or refusing admission by the deadlines set by each institution.

Information privacy

We respect the privacy of the information which you provide to us. Any personal information which we collect from you to provide the educational consulting services you request will only be used, disclosed and retained in the strictest confidence in compliance with our privacy policy, which can be obtained by visiting our website.

Our fees

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Our fee for the initial services for which you have retained us will be as specified on your receipt (plus any applicable taxes or transaction fees e.g. electronic processing fees, etc).

Any additional services requested by you will be added to your package. Payment for additional hours are due before the next appointment via our website or Interac E transfer.

Appointments must be arranged within 365 days of purchase or may be refunded to the client upon request. All Longitudinal Packages are exempt from this clause. Non-longitudinal packages may request an exemption prior to the 365 day expiry, and will be under review by My Degree Consultants Inc. for approval.

Appointment times may be changed up to **48 hours** in advance without any penalty. **Less notice or missed appointments will result in you forfeiting any charges you have paid for your appointment.**

We look forward to beginning our work with you as soon as we receive full payment for your consultation appointment. If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

We appreciate the opportunity of being of service to you.

Yours truly,

MY DEGREE CONSULTANTS INC.

ACKNOWLEDGEMENT

By clicking on this box, I agree with the terms of your engagement to assist with the application process, as set out in this letter, and agree to pay for my consultation appointment in full.