

ADMITRIX.IO

Your Global Education Journey, Guided.

COMPREHENSIVE LEGAL & COMPLIANCE DOCUMENTATION

Version 1.1 | Effective Date: [INSERT DATE] | Last Reviewed: July 2026

IMPORTANT NOTICE: This document has been prepared as a comprehensive legal framework for Admitrix.io Limited. It covers operations across the UK, the United Arab Emirates, Africa, and other international jurisdictions. Before publishing, all sections marked [INSERT] must be completed, and the entire document must be reviewed by a qualified UK solicitor (and, given the company's UAE and Nigerian offices, locally qualified counsel in those jurisdictions) specialising in education, consumer, and data protection law. This document does not constitute legal advice.

DOCUMENT INDEX

This package contains the following legal documents for Admitrix.io:

#	Document Name	Applies To
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2	Student Terms & Conditions	Students
3	Agent Partnership Terms & Commission Policy	Sub-Agents
4	Referral Bonus Terms & Conditions	Direct Students
5	Enrolment Bonus Terms & Conditions	Direct Students
6	Privacy Policy (GDPR & International)	All Users
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SECTION 1: GENERAL TERMS & CONDITIONS OF USE

Effective Date: [INSERT DATE] | Version 1.1

1.1 About Admitrix.io

Admitrix.io is an international student recruitment and admissions management platform operated by Admitrix.io Limited, a company registered in [INSERT JURISDICTION OF INCORPORATION — e.g., England & Wales, Company No. XXXXXXXX], with its registered address at [INSERT REGISTERED ADDRESS].

Admitrix.io Limited maintains operational offices at:

- Shield Zayed Road, The One Tower, Floor 23 and 24, Dubai, United Arab Emirates.
- 4th Floor, Tower C, Churchgate Plaza, AO Cadastral Zone, Constitution Avenue, Central Business District, Abuja, FCT 900211, Nigeria (Regus Churchgate Plaza).

Note for legal review: the Abuja address above has been corrected to match the building operator's (Regus) published address format — please confirm the exact suite/unit number before this document is finalised. The registered address of incorporation (which may differ from the operational branch offices above) still needs to be inserted.

Admitrix.io acts as an intermediary between prospective international students, registered Sub-Agents, and OIEG partner universities. We do not offer university places directly — all enrolment decisions are made solely by the respective universities.

1.2 Acceptance of Terms

By accessing, registering on, or using any part of the Admitrix.io website (www.admitrix.io) or portal (app.admitrix.io), you confirm that:

- You have read, understood, and agree to be bound by these Terms and all linked policies;
- You are at least 18 years of age, OR you are acting with the full knowledge and written consent of a parent or legal guardian if you are under 18;
- The information you provide is accurate, complete, and not misleading;
- You are not prohibited by law from entering into these Terms.

IF YOU DO NOT AGREE TO THESE TERMS, DO NOT USE THIS PLATFORM. Continued use of any part of Admitrix.io constitutes acceptance of these Terms in their entirety.

1.3 Changes to Terms

We reserve the right to update these Terms at any time. Changes will be communicated by: (a) email to your registered address; (b) a prominent notice on the platform. Continued use after 14 days of notification constitutes acceptance of the revised Terms.

1.4 Services Provided

Admitrix.io provides the following services:

- Student application intake and document collection
- Application management and submission to OIEG partner universities on behalf of students and Sub-Agents
- Go/No-Go course availability tracking and alerts
- Sub-Agent relationship management
- Referral and enrolment bonus administration (for eligible Direct Students only)
- Application status tracking and communication

1.5 Eligibility

Our services are available to:

- International students aged 16 or over (under-18s require parental/guardian consent — see Section 10)
- Registered Sub-Agents who have signed the Sub-Agent Partnership Agreement
- Authorised Admitrix.io administrative staff

1.6 User Accounts

- Each user must maintain one account only. Creating multiple accounts is strictly prohibited.
- You are responsible for maintaining the confidentiality of your login credentials.
- You must notify us immediately at hello@admitrix.io if you suspect unauthorised access to your account.
- We reserve the right to suspend or terminate accounts that breach these Terms.

1.7 Intellectual Property

All content on Admitrix.io — including the brand name, logo, design, text, software, and materials — is the intellectual property of Admitrix.io Limited or its licensors. You may not copy, redistribute, or reproduce any content without prior written permission.

1.8 Limitation of Liability

To the maximum extent permitted by applicable law:

- Admitrix.io is not liable for a university's decision to accept, reject, defer, or withdraw an offer of admission.
- We are not liable for visa refusals, immigration decisions, or changes to visa policies.
- We are not responsible for losses arising from a student's failure to meet university entry requirements.
- Our total liability to any user shall not exceed the total fees, if any, paid by that user to Admitrix.io in the 12 months preceding the claim.

This limitation does not affect your statutory rights under the Consumer Rights Act 2015 or the Digital Markets, Competition and Consumers Act 2024 (DMCC Act). UK-based users retain all consumer protections under applicable law.

1.9 Governing Law

These Terms are governed by the laws of England and Wales. Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales, without prejudice to your rights as a consumer in your country of residence.

SECTION 2: STUDENT TERMS & CONDITIONS

2.1 Student Obligations

By submitting an application through Admitrix.io, you confirm that:

- All information provided — including academic qualifications, English language scores, and personal details — is genuine, accurate, and verifiable;
- All documents submitted are authentic originals or certified true copies;
- You have not been permanently excluded, debarred, or banned from any institution;
- You understand that misrepresentation may result in immediate termination of services, withdrawal of any offer obtained, and referral to relevant authorities.

2.2 Application Process

- Applications submitted through Admitrix.io are processed and submitted to OIEG partner universities by our authorised admissions team.
- Submitting an application does not guarantee an offer of admission.
- Processing timelines vary by university and intake. Indicative timelines are provided for guidance only.
- You are responsible for monitoring your application status through your student dashboard.
- You must respond to any requests for additional information or documents within the timeframe specified.

2.3 Direct Student vs. Sub-Agent-Referred Student

Your student type determines your eligibility for bonus schemes:

Feature	Direct Student	Sub-Agent-Referred Student
Application submitted by	Student directly via Admitrix.io portal	Via a registered Sub-Agent
Referral Bonus eligible	YES	NO
Enrolment Bonus eligible	YES	NO
Commission paid to Sub-Agent	NO	YES (to the Sub-Agent)
Sub-Agent involvement	None	Linked to referring Sub-Agent

2.4 Student Acknowledgements

- You acknowledge that Admitrix.io acts as your representative, not as a university or visa authority.
- You acknowledge that university admissions decisions are final and outside Admitrix.io's control.
- You acknowledge that submitting to a university through Admitrix.io may bind you to that university's own terms and conditions.
- You acknowledge that acceptance of a Conditional Offer requires fulfilment of stated conditions before enrolment is confirmed.

SECTION 3: SUB-AGENT PARTNERSHIP TERMS & COMMISSION POLICY

3.1 Sub-Agent Registration & Eligibility

To become a registered Sub-Agent on Admitrix.io, you must:

- Complete the Sub-Agent Registration form and provide all required business documentation;
- Sign and return the Sub-Agent Partnership Agreement directly with Admitrix.io;
- Operate a legitimately registered business entity in your country of operation;
- Comply with all applicable local, national, and UK recruitment laws and regulations;
- Sign up to the Agent Quality Framework (AQF) as required by UK university partners.

3.2 Commission Structure

Admitrix.io operates a single-layer, flat-rate commission structure with every registered Sub-Agent. There are no volume-based commission tiers.

For every student successfully enrolled through a registered Sub-Agent, the commission payable by the relevant university in respect of that student (the student's "Net Fee" — i.e. the amount actually received by Admitrix.io from the university, net of any bank charges, taxes, or deductions required by law) is split as follows:

Party	Share of Net Fee
Admitrix.io	50%
Sub-Agent	50%

This 50/50 split applies uniformly to all registered Sub-Agents regardless of the number of students they enrol in a calendar year.

The 50/50 split ratio may be reviewed periodically. Any change will be communicated to Sub-Agents in writing with at least 30 days' notice. The split ratio in force at the time a student's enrolment is confirmed governs the commission payable for that student.

3.3 Commission Payment Conditions

Commission payments are conditional upon ALL of the following being satisfied:

- The student has been formally enrolled and commenced their programme;
- The university has confirmed the Net Fee payable to Admitrix.io;
- Admitrix.io has received payment from the university;
- The Sub-Agent has submitted a valid commission invoice;
- There are no outstanding compliance issues, disputes, or investigations relating to the application.

3.4 Single-Layer Partner Structure

Admitrix.io operates strictly on a single-layer partner model: Admitrix.io ↔ Sub-Agent ↔ Student. Admitrix.io contracts directly with each registered Sub-Agent, and each Sub-Agent works directly with the students they recruit. There is no tier of "parent agents" above Sub-Agents, and Admitrix.io does not operate any multi-level or cascading agent hierarchy.

- Sub-Agents are not permitted to onboard, appoint, sub-contract to, or manage any further sub-agents beneath them.
- Only students recruited by an individual or entity directly and separately registered with Admitrix.io as a Sub-Agent will generate commission. Students introduced through any unregistered intermediary beneath a Sub-Agent will not qualify for commission, and the arrangement may be treated as a breach of these Terms.
- Each Sub-Agent is solely responsible for its own conduct, staff, and compliance with these Terms.
- A Sub-Agent found to have engaged in fraudulent, misleading, or unethical conduct — including operating an unauthorised sub-layer of recruiters — will have its registration reviewed and may be suspended or terminated under Section 3.6.

3.5 Sub-Agent Obligations

- Represent Admitrix.io and partner universities honestly and accurately to prospective students;
- Never make guarantees of admission, visa approval, or scholarship on behalf of Admitrix.io or any university;
- Comply with all applicable consumer protection laws in the jurisdictions where you recruit;
- Disclose to prospective students that you receive a commission for successful enrolments — this is a legal requirement in most jurisdictions including under the UK DMCC Act 2024;
- Maintain the confidentiality of student personal data in compliance with applicable data protection laws;
- Not engage in, encourage, or facilitate document fraud of any kind;
- Not onboard, appoint, or work through any further sub-agent, as set out in Section 3.4.

3.6 Sub-Agent Termination

Admitrix.io reserves the right to immediately terminate the Sub-Agent Partnership Agreement, without compensation, in the event of:

- Submission of fraudulent or forged documents;
- Misrepresentation to students about services, costs, or outcomes;
- Violation of any UK visa or immigration regulation;
- Failure to maintain required registrations, licences, or insurance;
- Operating an unauthorised sub-layer of recruiters in breach of Section 3.4;
- Any conduct that brings Admitrix.io or its partner universities into disrepute.

SECTION 4: REFERRAL BONUS TERMS & CONDITIONS

IMPORTANT: The Referral Bonus is exclusively available to Direct Students only. Sub-Agent-referred students are not eligible. The bonus is paid to the referring student, not to any third party.

4.1 Eligibility

- You must be a registered Direct Student on Admitrix.io;
- You must have submitted a genuine application through the Admitrix.io portal;
- The person you refer (the "Referee") must be a new user who has not previously registered on Admitrix.io;
- The Referee must submit a complete application using your unique referral code;
- The Referee must receive and accept an offer of admission from a partner university through Admitrix.io.

4.2 Bonus Amount

The referral bonus amount is £50 (or the equivalent in local currency at the applicable exchange rate).

Admitrix.io reserves the right to modify the referral bonus amount with 14 days' notice. The amount applicable at the time the Referee's application is confirmed governs the payment.

4.3 How to Refer

- Log in to your Admitrix.io student portal;
- Navigate to the 'Referral Programme' section of your dashboard;
- Share your unique referral code or link with the prospective student;
- The Referee must use your code when completing their application.

4.4 Payment

- Bonuses are paid within [INSERT TIMEFRAME — e.g., 60 days] of the Referee's enrolment being confirmed;
- Payment is made via [INSERT METHOD — e.g., bank transfer, mobile money] to the account you have registered;
- You are responsible for providing accurate payment details. Admitrix.io is not liable for failed payments due to incorrect details.

4.5 Disclosure Obligation

IMPORTANT — UK & International Compliance: If you share your referral link or code via any public channel (social media, messaging apps, online forums, etc.), you MUST disclose that you will receive a financial incentive if the person you refer applies and enrolls. This is a legal requirement under the UK DMCC Act 2024 and equivalent consumer protection laws in most jurisdictions.

Required disclosure text to use: "Please note: I am a registered Admitrix.io student and receive a referral bonus if you apply using my code and successfully enrol. This does not affect the cost of your application or any services you receive."

4.6 Anti-Abuse

- Self-referrals, fake applications, or collusion to fraudulently trigger bonus payments will result in immediate account termination and recovery of any amounts paid;
- Admitrix.io reserves the right to withhold bonus payments pending verification;
- This scheme is NOT a pyramid scheme — bonuses are earned from genuine enrolments only, not from recruiting other referrers.

4.7 Tax

Referral bonus payments may constitute taxable income in your country of residence. You are solely responsible for declaring and paying any applicable taxes. Admitrix.io does not provide tax advice.

SECTION 5: ENROLMENT BONUS TERMS & CONDITIONS

IMPORTANT: The Enrolment Bonus is exclusively for Direct Students only. It is not available to Sub-Agent-referred students. It is payable once per student, per confirmed enrolment.

5.1 Eligibility

- You must be a registered Direct Student on Admitrix.io;
- Your application must have been submitted through the Admitrix.io portal;
- You must have received and accepted an Unconditional Offer of Admission from a partner university;
- The university must have confirmed your enrolment (CAS/COE issued or equivalent confirmation received);
- You must not have previously received an Enrolment Bonus from Admitrix.io.

5.2 Bonus Amount

The enrolment bonus is £100 (or the equivalent in local currency at the applicable exchange rate).

The amount may vary based on the university, programme, or intake period. Any applicable variation will be confirmed to you in writing upon application confirmation.

5.3 Payment

- Payment is processed within [INSERT TIMEFRAME — e.g., 30 days] of enrolment confirmation;
- Payment is made to your registered account only;
- If a student withdraws, defers, or fails to commence their programme after receiving the bonus, Admitrix.io reserves the right to recover the bonus payment in full.

5.4 Tax & Reporting

Same as Referral Bonus (see Section 4.7). You are responsible for all tax obligations arising from receipt of this payment.

SECTION 6: PRIVACY POLICY

Last Updated: [INSERT DATE] | Compliant with: UK GDPR, EU GDPR, the Nigeria Data Protection Act 2023 (NDPA) and the NDPC's General Application and Implementation Directive 2025 (GAID), Kenya Data Protection Act 2019, Ghana Data Protection Act 2012 (Act 843), South Africa POPIA 2013, the UAE Federal Personal Data Protection Law (Federal Decree-Law No. 45 of 2021), and applicable international standards.

6.1 Who We Are (Data Controller)

Admitrix.io (operated by Admitrix.io Limited) is the Data Controller for personal data collected through this platform. Our registered address is [INSERT REGISTERED ADDRESS]; our operational offices are listed in Section 1.1. Our Data Protection Officer (DPO) can be contacted at: privacy@admitrix.io

6.2 Data We Collect

Category	Data Collected	Purpose
Identity	Full name, date of birth, nationality, passport number	Identity verification, application processing
Contact	Email, phone number, address	Communication, account management
Academic	Qualifications, transcripts, English scores	Eligibility assessment, university submission

Financial	Bank account details (for bonus payments)	Bonus and commission disbursement
Technical	IP address, browser type, device ID, cookies	Platform security, analytics, personalisation
Communications	Messages sent through the portal	Support, dispute resolution
Documents	Passport copies, academic certificates, financial statements	Application processing, compliance

6.3 Legal Basis for Processing

- Contract Performance: Processing necessary to provide our services to you;
- Legal Obligation: Processing required for compliance with UK, EU, Nigerian, and other applicable national law;
- Legitimate Interests: Fraud prevention, platform security, and service improvement;
- Consent: Where we request your explicit consent (e.g., marketing emails, cookie placement). Consent may be withdrawn at any time.

6.4 How We Share Your Data

We share your data with:

- Partner universities (for application submission);
- OIEG portal systems (for university application processing);
- Registered Sub-Agents (limited to their own referred students' data);
- Platform providers: Airtable (database), Softr (portal), Hostinger (website hosting);
- Payment processors (for bonus and commission payments);
- Government and immigration authorities (where legally required);
- Legal advisors (for dispute resolution, only as necessary).

We do NOT sell your personal data to third parties. We do NOT share your data with advertisers.

6.5 International Data Transfers

Your data may be transferred to and processed in countries outside the UK and EEA, including countries where you or Admitrix.io are located (e.g., Nigeria, the United Arab Emirates, Ghana, Kenya, South Africa, India, Pakistan). Where transfers occur, we implement appropriate safeguards including:

- Standard Contractual Clauses (SCCs) approved by the UK ICO;
- Data processing agreements with all third-party providers;
- Compliance with UK GDPR adequacy standards;
- Compliance with the cross-border data transfer requirements of the Nigeria Data Protection Act 2023 and the NDPC's GAID, and of the UAE Federal Personal Data Protection Law, where applicable to a given transfer.

6.6 Regional Data Protection Compliance (Africa & UAE)

In addition to UK and EU GDPR, Admitrix.io has regard to the following frameworks given its Nigerian operations, its UAE office, and its student base across Africa:

- Nigeria: the Nigeria Data Protection Act 2023 (NDPA), enforced by the Nigeria Data Protection Commission (NDPC). The NDPA replaced the earlier Nigeria Data Protection Regulation 2019 (NDPR); the NDPC's General Application and Implementation Directive 2025 (GAID), effective from September 2025, now governs interpretation and enforcement. Depending on the volume and nature of personal data Admitrix.io processes, it may be classified as a Data Controller or Processor of Major Importance (DCPMI) and be required to register with the NDPC and file periodic Compliance Audit Returns (CARs).
- Kenya: the Data Protection Act 2019, overseen by the Office of the Data Protection Commissioner (ODPC).

- Ghana: the Data Protection Act 2012 (Act 843), overseen by the Data Protection Commission.
- South Africa: the Protection of Personal Information Act 2013 (POPIA), overseen by the Information Regulator.
- Regional framework: the ECOWAS Supplementary Act on Personal Data Protection, which encourages member states (including Nigeria and Ghana) to maintain a national data protection authority.
- United Arab Emirates: the Federal Personal Data Protection Law (Federal Decree-Law No. 45 of 2021), which applies to Admitrix.io's Dubai office.

This list is provided for general orientation only and is not exhaustive. Given the pace of legislative change in this area (for example, the NDPC's ongoing rollout of registration thresholds and enforcement action through 2026), Admitrix.io should confirm current requirements with locally qualified counsel before publishing this policy.

6.7 Data Retention

Data Type	Retention Period	Reason
Application data	7 years from enrolment/rejection	Legal obligation, dispute resolution
Student identity documents	7 years	Immigration compliance, audit
Sub-Agent agreement and commission records	7 years	Financial and legal compliance
Cookie and analytics data	Up to 2 years	Platform improvement
Marketing consent records	Until consent withdrawn + 3 years	Regulatory compliance

6.8 Your Rights

Under UK GDPR, the Nigeria Data Protection Act 2023, and equivalent local laws, you have the right to:

- Access: Request a copy of the personal data we hold about you;
- Rectification: Request correction of inaccurate data;
- Erasure: Request deletion of your data (subject to legal retention obligations);
- Portability: Receive your data in a structured, machine-readable format;
- Restriction: Request that we limit processing of your data;
- Object: Object to processing based on legitimate interests;
- Withdraw Consent: Where processing is based on consent, withdraw it at any time.

To exercise any of these rights, contact us at: privacy@admitrix.io

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) at www.ico.org.uk, with the Nigeria Data Protection Commission (NDPC) at www.ndpc.gov.ng, or with your local data protection authority.

SECTION 7: COOKIE POLICY

7.1 What Are Cookies

Cookies are small text files placed on your device when you visit a website. They help websites remember your preferences, understand how you use the site, and provide you with relevant content.

7.2 Cookies We Use

Cookie Type	Name/Provider	Purpose	Duration
Strictly Necessary	Session cookies, Softr auth	Login, security, platform function	Session
Performance	Google Analytics (GA4)	Understand how users navigate the site	Up to 2 years
Functional	Softr preferences	Remember your portal settings	30 days

Marketing	Facebook Pixel	Retargeting and conversion tracking	90 days
Preferences	Language/region cookies	Remember your region/language	1 year

7.3 Managing Cookies

When you first visit Admitrix.io, you will be presented with a Cookie Consent Banner. You may:

- Accept all cookies;
- Accept only essential cookies;
- Customise your preferences by cookie category.

You can also manage cookies at any time through your browser settings. Disabling certain cookies may affect your experience of the platform.

7.4 Third-Party Cookies

Some cookies are placed by third parties (Google, Meta/Facebook). We recommend reviewing their privacy policies for full details of how they use data collected by those cookies.

SECTION 8: DISCLAIMER

8.1 No Guarantee of Admission

Admitrix.io provides application support services only. We make NO representation, warranty, or guarantee that submitting an application through our platform will result in an offer of admission, a scholarship, a visa approval, or any other outcome. All decisions rest solely with the relevant university and immigration authority.

8.2 No Legal or Immigration Advice

Nothing on this platform constitutes legal advice, immigration advice, visa advice, or financial advice. For such matters, you should consult a qualified and registered professional in the relevant jurisdiction.

8.3 University Information Accuracy

Information about universities, programmes, fees, and entry requirements is provided for general guidance only. This information is subject to change without notice. You should always verify directly with the university before making any decisions.

8.4 Go/No-Go Status

Course availability (Go/No-Go status) is updated by our admissions team based on information received from universities. This information is provided in good faith but may not reflect real-time availability. Admitrix.io is not liable for any loss or inconvenience resulting from reliance on Go/No-Go status information.

8.5 Third-Party Links

Our platform may contain links to third-party websites (e.g., university portals, OIEG systems). We are not responsible for the content, privacy practices, or accuracy of any third-party website.

SECTION 9: REFUND & FEE POLICY

9.1 Application Service Fees

Admitrix.io does not charge students any application service fee. Application preparation, document review, compliance checks, submission to partner universities, and status updates are provided to students entirely free of charge.

Admitrix.io's revenue is generated solely from the commission arrangements with partner universities and Sub-Agents described in Section 3, and not from any fee charged to students.

9.2 University Application Fees

Where a university charges a separate application fee (paid directly to the university, not to Admitrix.io), this is non-refundable once submitted. Admitrix.io has no control over university refund policies.

9.3 Tuition Fee Refunds

Admitrix.io does not collect or hold tuition fees on behalf of universities. All tuition fee payments, deposits, and refunds are governed by the university's own terms and conditions. Students are strongly advised to read and retain a copy of the university's refund policy before making any payment.

Because Admitrix.io does not charge students any service fee (see Section 9.1), no refund of Admitrix.io service fees is applicable or payable to students. Any concerns about university fees or refunds should be directed to the relevant university in the first instance, or raised with Admitrix.io via the complaints procedure in Section 14.

SECTION 10: MINOR / UNDER-18 APPLICANT POLICY

This section applies to any applicant under the age of 18 at the time of application. If you are under 18, your application CANNOT be processed without a completed Parental/Guardian Consent Form (see Section 11).

10.1 Definition of a Minor

For the purposes of this policy, a minor is any person under the age of 18 years at the time of application submission. Where a country's laws define the age of majority differently, the stricter standard applies.

10.2 Requirements for Minor Applicants

- Written consent from a parent or legal guardian (using the Parental Consent Form in Section 11);
- A copy of the parent/guardian's government-issued ID;
- Contact details for the parent/guardian to be registered on the portal;
- Appointment of a named guardian in the destination country (if the applicant will be studying abroad);
- Confirmation that the parent/guardian has read and accepted these Terms on behalf of the minor.

10.3 Safeguarding Commitment

Admitrix.io is committed to the safeguarding and welfare of minor applicants. We will:

- Maintain contact with the parent/guardian throughout the application process;
- Never share a minor's contact details or location with unauthorised parties;
- Flag any safeguarding concerns to appropriate authorities;
- Refuse to process any application where we believe a minor is at risk.

10.4 Bonus Schemes and Minors

Minor applicants are NOT eligible for the Referral Bonus or Enrolment Bonus schemes. Bonus eligibility commences when the applicant reaches 18 years of age and independently re-registers.

SECTION 11: PARENTAL & GUARDIAN CONSENT FORM

This form must be completed by the parent or legal guardian of any applicant under the age of 18.

Instructions: Complete all sections of this form, sign it, and upload it along with a copy of your government-issued photo ID when prompted during the application process. Applications from minors will not be processed without this form.

PART A — MINOR APPLICANT DETAILS

Field	Details
Full Legal Name of Minor	[To be completed by guardian]
Date of Birth	[To be completed]
Nationality	[To be completed]
Passport Number	[To be completed]
Current Country of Residence	[To be completed]

PART B — PARENT / GUARDIAN DETAILS

Field	Details
Full Legal Name	[To be completed]
Relationship to Applicant	[Parent / Legal Guardian / Other — specify]
Email Address	[To be completed]
Phone Number (with country code)	[To be completed]
Address	[To be completed]
Government ID Type & Number	[To be completed]

PART C — IN-COUNTRY GUARDIAN (if studying abroad)

Field	Details
Full Name of In-Country Guardian	[To be completed or N/A]
Relationship to Applicant	[To be completed or N/A]
Contact Number	[To be completed or N/A]
Address in Destination Country	[To be completed or N/A]

PART D — CONSENT DECLARATIONS

I, the undersigned parent/legal guardian, hereby:

- Confirm that I am the parent or legal guardian of the minor named above;
- Consent to the minor applying for university admission through Admitrix.io;
- Confirm that I have read and accept the Admitrix.io Terms & Conditions and Privacy Policy on behalf of the minor;
- Confirm that all information provided in the application is accurate to the best of my knowledge;
- Accept responsibility for all obligations arising from the application, including communication with Admitrix.io and the partner university;
- Acknowledge that I have been made aware of and accept the Safeguarding Policy in Section 10;
- Consent to Admitrix.io collecting, processing, and sharing the minor's personal data as described in the Privacy Policy (Section 6) for the purposes of this application.

Parent/Guardian Signature: _____

Full Name (Print): _____

Date: _____

Location (City, Country): _____

This form must be signed in ink (handwritten) and uploaded as a scanned copy or clear photograph. Electronic signatures are accepted from jurisdictions where they are legally recognised as equivalent to handwritten signatures.

SECTION 12: DATA PROCESSING & CONSENT FRAMEWORK

12.1 Consent Layering

Admitrix.io implements a layered consent model to ensure all users provide free, specific, informed, and unambiguous consent before their data is processed:

Consent Layer	Where Obtained	What It Covers
Terms Acceptance	Registration / Apply Now form checkbox	Acceptance of all Terms & Conditions
Privacy Acceptance	Registration checkbox	Consent to Privacy Policy and data processing
Data Processing Consent	Application form — separate tick box	Consent to share data with universities & OIEG
Marketing Consent	Optional separate checkbox	Consent to receive marketing emails and updates
Cookie Consent	Cookie banner on first visit	Consent to non-essential cookies
Minor Consent	Parental Consent Form (Section 11)	Parent/guardian consent for under-18 processing

12.2 Data Sharing Consent Statement

By submitting your application, you consent to Admitrix.io sharing your personal data — including your name, academic qualifications, English proficiency results, passport details, and supporting documents — with OIEG partner universities and the OIEG portal system for the purpose of processing your university application. This sharing is necessary to provide the service you have requested.

12.3 Marketing Consent

We will only send you marketing communications if you have explicitly opted in. You may withdraw marketing consent at any time by: (a) clicking the unsubscribe link in any email; (b) updating your preferences in your portal account; (c) contacting us at privacy@admitrix.io

12.4 Data Processing Agreements

Admitrix.io has Data Processing Agreements in place with all third-party platform providers (Airtable, Softr, Hostinger) and will maintain these in accordance with UK GDPR Article 28 requirements and equivalent processor-obligation provisions under the Nigeria Data Protection Act 2023. These agreements govern how these providers process user data on our behalf.

SECTION 13: PROHIBITED DOCUMENTS & FRAUD POLICY

ZERO TOLERANCE: Admitrix.io operates a strict zero-tolerance policy towards document fraud, misrepresentation, and any form of deception. Violations will be reported to universities, OIEG, UKVI, and law enforcement as appropriate.

13.1 Prohibited Documents

The following documents are strictly prohibited on the Admitrix.io platform:

- Forged, altered, or fabricated academic transcripts or certificates;

- Fraudulently obtained English language test certificates (IELTS, TOEFL, PTE, Duolingo, etc.);
- Counterfeit or altered passports or national identity documents;
- Fabricated bank statements, financial sponsorship letters, or proof of funds;
- False or inflated employer reference letters;
- Plagiarised or AI-generated Statements of Purpose or Personal Statements submitted as the applicant's own work without disclosure;
- Documents falsely certified as 'true copies' by unregistered or fictitious notaries;
- Any document known to have been obtained through bribery, corruption, or impersonation.

13.2 Consequences of Document Fraud

- Immediate and permanent suspension of the applicant's (and/or Sub-Agent's) account;
- No refund of any fees paid;
- Notification to the partner university, OIEG, and UKVI/relevant immigration authority;
- Potential referral to national law enforcement and anti-fraud agencies;
- Potential blacklisting from all OIEG partner institutions;
- Legal action to recover any losses or damages suffered by Admitrix.io.

13.3 Verification Rights

Admitrix.io reserves the right to:

- Request original documents for verification at any stage;
- Use third-party verification services to authenticate documents;
- Place an application on hold pending verification;
- Reject any application where document authenticity cannot be confirmed.

13.4 Reporting Suspected Fraud

If you suspect document fraud or misrepresentation — whether by a student, Sub-Agent, or any other party — please report it confidentially to: legal@admitrix.io

All reports will be treated confidentially and investigated promptly.

SECTION 14: CONTACT INFORMATION & COMPLAINTS PROCEDURE

14.1 Contact Details

Department	Contact	Response Time
General Enquiries	hello@admitrix.io	2 working days
Legal & Compliance	legal@admitrix.io	5 working days
Data Protection / Privacy	privacy@admitrix.io	30 days (statutory)
Sub-Agent Relations	agents@admitrix.io	2 working days
Admissions Support	admissions@admitrix.io	2 working days
Complaints	complaints@admitrix.io	5 working days acknowledgement

14.2 Formal Complaints Procedure

If you are dissatisfied with any aspect of our service, you may submit a formal complaint as follows:

- Submit your complaint in writing to: complaints@admitrix.io, including your full name, account reference, description of the issue, and any supporting evidence;
- We will acknowledge your complaint within 5 working days;
- We will investigate and provide a full response within 20 working days;
- If you are unsatisfied with our response, you may escalate to: (a) the UK ICO (for data protection matters); (b) the Nigeria Data Protection Commission, NDPC (for Nigerian data protection matters); (c) the CMA (for UK consumer protection matters); (d) your local consumer protection authority.

14.3 Alternative Dispute Resolution

Admitrix.io is committed to resolving disputes without litigation where possible. We will engage in good faith with any mediation or alternative dispute resolution process proposed by a user.

SECTION 15: TERMS ACCEPTANCE, CONSENT & DIGITAL SIGNATURE FRAMEWORK

15.1 How Acceptance Works on the Platform

On Admitrix.io, acceptance of legal terms is captured through the following mechanism on the registration and application forms:

- CHECKBOX 1 (Mandatory): "I have read and agree to the Admitrix.io Terms & Conditions, including the Student Terms (Section 2), Sub-Agent Terms (Section 3) where applicable, Refund Policy (Section 9), and all linked policies." [LINK TO FULL DOCUMENT]
- CHECKBOX 2 (Mandatory): "I have read and agree to the Admitrix.io Privacy Policy (Section 6). I consent to my personal data being processed as described, including sharing with partner universities and OIEG for application purposes."
- CHECKBOX 3 (Optional): "I agree to receive marketing communications from Admitrix.io about services, university news, and scholarship opportunities. I understand I can unsubscribe at any time."
- CHECKBOX 4 (Where applicable): "I confirm that the applicant is under 18 years of age. A completed Parental Consent Form has been attached/will be uploaded."

15.2 Record of Consent

Admitrix.io records the following for each consent event:

- User ID and account email;
- IP address and device type at time of acceptance;
- Timestamp (date and time, UTC) of acceptance;
- Version of Terms accepted;
- Which checkboxes were selected.

These records are retained for the duration of the user relationship plus 7 years, and constitute valid evidence of acceptance.

15.3 Sub-Agent Specific Acceptance

Sub-Agents must additionally sign the Sub-Agent Partnership Agreement directly with Admitrix.io (available as a separate document from agents@admitrix.io). The digital or wet-ink signature on that agreement constitutes binding acceptance of Section 3 of these Terms and the Commission Policy.

15.4 Document Version Control

Each version of this document is archived. Users are bound by the version of the Terms that was in force at the time of their most recent acceptance. Material changes will always be communicated with at least 14 days' notice.

CLOSING NOTES & LEGAL REVIEW CHECKLIST

ACTION REQUIRED BEFORE PUBLISHING: The following items marked [INSERT] throughout this document must be completed before this document is made live on the platform:

- 1. Jurisdiction of incorporation and company registration number for Admitrix.io Limited
- 2. Registered office address (the Dubai and Abuja addresses in Section 1.1 are operational branch offices, not necessarily the registered office of incorporation)
- 3. Effective date of Terms
- 4. Referral bonus payment timeframe and payment method (Section 4.4)
- 5. Enrolment bonus payment timeframe (Section 5.3)
- 6. Confirmation of the exact Abuja office suite/unit number with the building operator
- 7. Any jurisdiction-specific additions recommended by your legal advisor, particularly for the UAE (Dubai mainland vs. free-zone entity status) and Nigeria (NDPC DCPMI registration category)

LEGAL REVIEW RECOMMENDATION: Before publishing these Terms, engage a UK solicitor experienced in: (a) Consumer protection law (DMCC Act 2024, CRA 2015); (b) UK GDPR and international data protection; (c) Education sector recruitment regulations; (d) Cross-border commercial agreements covering Africa, the UAE, and international markets. Given the Nigerian and UAE offices, also engage locally qualified counsel in Nigeria (for NDPA/NDPC compliance and company law) and the UAE (for PDPL compliance and free-zone/mainland licensing) to review the relevant sections.

— END OF DOCUMENT —

Admitrix.io Limited | www.admitrix.io | Version 1.1 | Effective Date: [INSERT DATE] | Last Reviewed: July 2026