Case №.: XX-20180503-Edu **Date:** 00/00/2000

BCS strives to provide high quality service for a reasonable and competitive price, not only to satisfy our customers but to be also a global service company and pioneer with a remarkable reputation!

Dear Mr./Mrs.: ***Bachelor Applicant, DoB : 00/00/2000 in XXXX, Passport №. XXXXXX04644.***
Address: ***Jordan, Amman, XXXXX Str. 250, House # 112, Ap. # 15***

In your case, the basic service cost is ***400,00*** Euro (Bachelor Package). This basic amount consists of two payments;

1. The first payment is **non-refundable** (includes ***200,00*** Euro out of basic service cost). It covers the documents processing fees, communication with educational institutions, case preparation and other local services and communications. In addition, it must be transferred into the company's bank account within 5 business days of receiving the signed agreement (please see below the bank account information).
2. The second payment (***200,00*** Euro) has to be transferred into the company's bank account no later than 10 business days after receiving the e-mail, which includes close out case letter with the final documents such as university admission letter, confirmation letter to the language course, etc.

Important Note: If you receive a visa refusal from the German Embassy or Consulate, you shall submit a copy of this refusal to us. Only in this circumstance will be able to refund your **100%** of the second payment.

Table below shows each service and its price. Please **mark** the service that you need and add the price to the basic amount above to know your total amount of services.

№	x/-	Type of service	Price (€)
1	X	Providing an online consultation (30 min.) max. and supplying a general checklist to facilitate gathering of required documents for study-visa	Free
2	---	Undergraduate case **(Bachelor Package)*** includes the following services: ✓ Seeking a match to an educational program of applicant´s choice. ✓ Assisting in reviewing, filling out and supplying application forms. ✓ Following up and supplying additional required documents if needed. ✓ Seeking & booking a suitable medical insurance fitting customer's needs. ✓ Pre-departure training and reviewing cover letter, CV and motivation letter ✓ Seeking and booking a suitable German Language course matching customer's needs and budget. ✓ Assisting in opening blocked bank account. ✓ Assisting in obtaining an admission letter to the state-run (Public) **OR** private Foundation Course "Studienkolleg" / Preparatory Course (up to THREE applications, TWO admission letters max.). ✓ Seeking and booking a comfortable transportation (train ticket class II) from airport to lodging accommodation within Germany.	600
3	---	Pre-departure training, reviewing cover letter, CV and motivation letter.	200
4	X	Seeking and booking a suitable German Language course matching customer's needs.	Free

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№	x/-	Type of service	Price (€)
5	X	Obtaining an admission letter to the private "Studienkolleg" (Foundation Year / Preparatory Course).	Free
6	---	Assisting in obtaining an admission letter or a conditional admission letter to the state-run "Studienkolleg" Foundation Year / Preparatory Course (up to 3 applications, 2 admission letters max.).	350
7	---	Seeking and booking a suitable medical insurance fitting customer's needs	25
8	---	Seeking and booking a suitable flight ticket to Germany.	50
9	---	Seeking and booking a prober accommodation according to customer's requests and needs (e. g. Shared flat, Studio, Host family stay, Own flat).	200 - 500
10	---	Insuring comfortable transportation from airport to lodging accommodation within Germany (By car/Taxi).	100 - 300
11	---	Seeking and booking a comfortable transportation (train ticket class II) from airport to lodging accommodation within Germany.	25
12	---	Seeking a certified translator to translate applicant´s documents into German or English language.	Free
13	---	Opening a blocked bank account.	100
14	---	University admission service (assisting in obtaining an admission letter or a conditional admission letter, up to 3 applications, 2 admission letters max.)	400

Additional remarks: _____None_____.

Important Note: 1) Please, use your name and reference number ***(case number)*** by any bank transfer as well as for future communications.
2) Any additional fees belong to application process that required by German authorities (for example: documents translation, certify, DHL int. shipments, etc.) have to be covered by the applicant.

For further info, applicant can call us during work hours at ***0049 1767 1230 666***

BCS
(Administration)

Applicant´s Information

Full name	*Sam Applicant*
E-mail address	*Applicant@gmailxxxx.com*
Full cellphone number	*0049 (0) 123 456 xxx*
Date & Location	*01/01/2000, Amman*
Signature	*SAM*

* *Belong to this package a university bag or backpack with max. price of **75 Euro**.*

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