

# Candidate Agreement – AzubiTrack Consultancy

Between

AzubiTrack Consultancy

Office: Industriestraße 92, 67433 Neustadt an der Weinstraße, Germany

Represented by: Dr. Muhammad Saeed (Proprietor)

(hereinafter referred to as "AzubiTrack")

and

Candidate Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

(hereinafter referred to as "the Candidate")

## Summary of Key Terms

- Purpose: Ethical support for Ausbildung, Dual Studies, FSJ/BFD, Au Pair, or Job seeking in Germany.
- Services: Guidance, documentation preparation, and post-arrival support.
- Duration: 6 months (extendable).
- Fee: €5 initial screening call → €125 to start 6-month support → €125/250/375 on contract from German Institute/Employer → €250/375/500 on visa approval. BISP candidates fully exempt.
- No Guarantee: AzubiTrack provides support services but does not guarantee contracts, placements, or visa outcomes.
- Data: All personal information protected under GDPR.
- Termination: Either party may terminate with written notice.

## Full Terms and Conditions

### 1. Purpose of the Agreement

The purpose of this Agreement is to outline the support services offered by AzubiTrack to the Candidate in their pursuit of a training or service opportunity in Germany. AzubiTrack acts solely as a guidance and consultancy service and does not guarantee employment, contracts, or visa approval.

### 2. Scope of Services

AzubiTrack agrees to provide support services during the consultancy period, including:

- Orientation on pathways: Ausbildung, Duale Studium, FSJ/BFD, Au Pair, and job options in Germany
- Guidance on recognition of Pakistani educational qualifications
- Application strategy, CV and motivation letter preparation
- Interview coaching for jobs and visas
- Support identifying vocational institutions, organizations, or employers
- Advice on German language learning resources
- Assistance with visa documentation preparation
- Post-arrival orientation and integration support

### 3. Visa Rejection Clause

In case of visa rejection, no refund will be provided. However, AzubiTrack will provide support within the original consultancy period to address rejections due to documentation or procedural issues by: analyzing the refusal notice, identifying causes, and assisting with revised applications at no extra charge.

### 4. Payment Terms and Conditions

All fees are payable in Euros (€). As a freelancer under German small business regulation (§19 UStG), AzubiTrack does not charge VAT.

- Initial Screening Call: €5 (non-refundable) paid to designated Pakistan account.
- Consultancy Fees: Transferred in Euros to AzubiTrack Germany account via legal channels (Wise, bank transfer). No cash payments.

- Services begin only after payment confirmation. Late payments may result in service suspension and standard debt collection procedures.

## 5. Term and Termination

This Agreement begins on signature date and lasts for 6 months. Either party may terminate with written notice.

## 6. Fee Structure

Candidates seeking BISP exemption must provide verifiable proof (BISP card, payment record). False information results in permanent service disqualification. Fees are socially structured and payable only upon milestone achievement:

- **Milestone 1 (Start Your Case):** €125 fee commences 6-month support period (includes profile assessment and initial consultation). The €5 screening call fee is separate and non-refundable.
- **Milestone 2 (Contract Receipt):** €125 (FSJ/Au Pair), €250 (Ausbildung), or €375 (Job) payable upon Candidate's receipt of formal contract from German institution/employer.
- **Milestone 3 (Visa Approval):** €250 (FSJ/Au Pair), €375 (Ausbildung), or €500 (Job) payable upon Candidate's official visa approval.

## 7. Legal Disclaimer

AzubiTrack is a consultancy, not a recruitment agency. We provide support services but do not guarantee that Candidates will receive contracts, placements, or visas. Outcomes depend on Candidate qualifications, decisions by German institutions/employers, and assessments by German authorities.

## 8. Data Protection (GDPR)

Personal data will be stored and used only for consultancy purposes and not shared with third parties without consent.

## 9. Confidentiality

Both parties agree to keep shared information confidential.

## 10. Governing Law

This agreement is governed by German law. In legal disputes, only the German version (if applicable) is legally binding in court.

Signed on: \_\_\_\_\_ (Date) at \_\_\_\_\_ (Location)

For AzubiTrack

Name: Dr. Muhammad Saeed

Signature: \_\_\_\_\_

Candidate

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## BISP Fee Exemption Declaration Form

For Candidates Requesting Full Fee Exemption under BISP Eligibility

Candidate Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

CNIC Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Address in Pakistan: \_\_\_\_\_

Declaration:

I hereby declare that:

1. I/my immediate family are registered BISP beneficiaries.
2. I apply for full fee exemption based on this eligibility.
3. I have attached authentic BISP proof (8171 SMS, BISP card, or payment record).
4. I understand false information results in permanent service disqualification.
5. I acknowledge AzubiTrack's right to verify provided documents.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_