



## **Memorandum of Understanding**

This Memorandum of Understanding (MOU) is an agreement between the

1. Educational Consultants Association of Nepal (ECAN) and
2. ....
3. ....

The first organization is hereinafter referred to as “ECAN” and the second organization as the “ECAN Member”

The followings have been agreed between ECAN and ECAN Member.

### **Regarding Study Abroad Counseling:**

ECAN Members should:

1. not charge any extra fee to the students other than defined by ECAN.
2. submit all the processing step by step from the application processing to the visa processing.
3. check the status and reputation of institutions before promoting them.
4. give true and actual information to all students.
5. are not allowed to process any kind of documents for working or travel visas.
6. must make students sign an agreement clearly mentioning the policy regarding the visa processing, fees paid to the institution and colleges in whole or installment basis and terms that has to be followed if visa is denied.
7. must submit information of the colleges or universities they promote.
8. must represent at least one college abroad.
9. will charge Rs 15,000/- only for counseling services to students.
10. has to submit the enrollment data of students every six months at the ECAN office

### **General:**

1. All ECAN Members should be present at the meetings called by ECAN.
2. ECAN Members must renew their memberships on time at the ECAN office.
3. ECAN Members must present themselves at the ECAN office if they are called for inquiries of correspondence.
4. ECAN Members must show their bank certificates with the company names.
5. ECAN Members must submit detailed lists of students who have received the visas along with the names of colleges, sessions, countries where the students are going.

6. ECAN has the right to question or check the performance and activities of the members if required.
7. ECAN Members must not give negative messages about the other ECAN members.
8. ECAN members should not call up staff from other member institutions for employment. If any applicant applies through competition, he/she must submit no objection letter from the then employed institution.
9. All the ECAN members should strictly abide the ECAN Code of Conduct which is attached with this MOU.

**Regarding Advertising and Public Presentations:**

1. ECAN Members must put “Member of ECAN” logo in all kinds of promotional activities.

Authorize person for

Authorize person for

Name:.....

Name:.....

Designation:.....

Designation:.....

Telephone:.....

Telephone:.....

Email:.....

Email:.....

Date:.....

Date:.....