



[www.ciihe.com](http://www.ciihe.com)

[info@ciihe.com](mailto:info@ciihe.com)

128 City Road, London, United Kingdom, EC1V 2NX

## **RECRUITMENT PARTNER CONTRACT**

This contract was made and entered into on **2nd Sep 2025** by and between CIIHE (the Education Provider) and **Educom Private Limited** (hereinafter, referred to as the “Recruitment Partner”).

### **WITNESSETH:**

**Whereas CIIHE** desires that all areas and items within its facility including premises be maintained by CIIHE.

Whereas CIIHE desires to independently contract for Recruitment Partner **Educom Private Limited** with a registered company address at No. **45 Lucerne Street, , Canada** (Company Registration Number: ) and **Educom Private Limited** to be an independent contractor to provide student recruitment services to CIIHE.

This contract outlines the protocols given by CIIHE to the Recruitment Partner with regards to the recruitment of students into programmes offered at CIIHE within the agreed protocol.

### **Information**

As a Recruitment Partner there are some guidelines that need to be adhered to ensuring that all protocols set out by the University are met.

- CIIHE will provide all the most up to date information regarding the University programmes to the Recruitment Partner to facilitate correct promotions.
- If the Recruitment Partner is in doubt or unable to provide information requested by a potential student, clarification need to be sought by CIIHE immediately and the correct information needs to be provided to the potential student.
- Medium of instruction and assessments of the programme will be in English language.



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## Marketing

- When promoting the University programmes, logos can be used with the following wording:  
Awarding Partner – University of Wolverhampton  
Delivery Partner – CIIHE  
Recruitment Partner for CIIHE – Recruitment Partner Name
- All forms of marketing will need to be approved by CIIHE and submitted well in advance. Approval will be given within a minimum of 5 working days. Any marketing used by the Recruitment Partner which has not been approved will be considered breach of contract and partnership will be terminated immediately.
- The Recruitment Partner should provide accurate information at all times, if the Recruitment Partner is found to provide any misleading information, this will result in an immediate termination of partnership.
- CIIHE will be conducting a graduation once a year where all students will receive an invitation to attend and this can be promoted, however, Recruitment Partners must refrain from promoting graduation at the University in the UK.

## Admissions and Documentation

- All admissions will be done in accordance with admission standards and policies stipulated by CIIHE.
- Eligibility criteria for all University programmes are given in Appendix 1 of this contract.
- Recruitment Partner will screen all potential students within the eligibility guidelines stipulated by CIIHE.
- Recruitment Partner must provide all necessary documents to CIIHE, and the documents must be valid and updated. Any mishandling of documents or forged documents will result in immediate termination of the partnership.
- Once documents are received and screened by CIIHE, provided the student is eligible for a selected programme, CIIHE will issue a conditional offer letter to both student and Recruitment Partner.



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## Payments

- A deposit confirmation (bank slip/ online transfer/ transfer confirmation email) needs to be shared with CIIHE, on verification CIIHE will thereafter provide a receipt.
- If the Recruitment Partner does not adhere to the payment plan given by CIIHE, two reminders will be issued to the Recruitment Partner via email, non-payment after these two reminders will result in CIIHE contacting the students directly to recover the balance due.

## Communication

- Programme coordination will entirely be overlooked by CIIHE, the Recruitment Partner is not at liberty to follow up or coordinate with students with regards to the programme once the programme has officially commenced.
- If the student comes to the Recruitment Partner with any programme related queries after the student is registered and programme has officially begun at CIIHE, then Recruitment Partner is strongly urged to revert the student back to CIIHE.

## Payment Plan

- Prior to applications being uploaded to the University, 50% of the University Fee has to be settled. The remaining 50% can be settled on the 4th week of programme commencement and no later. Failure to settle the fee within the stipulated time period will result in the student being automatically withdrawn from the University.

## Student Withdrawals

- Student withdrawals will only be considered based on proper medical evidence which has to be accepted by the University, CIIHE cannot be held responsible for the outcome of the University, the University outcome will be considered final.



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## Cohort Transfers

- Cohort transfers are not accepted by the University, should a student have medical circumstance, then this can be forwarded to the University for consideration through CIIHE, however, CIIHE cannot be held responsible for the outcome of the University, the University outcome will be considered final

## General Information

- This agreement is valid for a period of one year only, on review it will be further extended
- If any of the conditions above are not maintained by the Recruitment Partner, the partnership will be terminated with immediate effect
- If either party wants to withdraw the contract, a one-month notice needs to be given

Signed By:

**Sonia Babu**  
**Head of Partnerships**

Accepted By:

**(Name)**  
**Designation**

## Appendix 1

Following are the programmes available for promotion including the entry requirements and documents required:

Programme	Entry Requirements	Documents Required
MBA (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
MSc Psychology (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Psychology (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
MSc Project Management (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Project Management (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
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Programme	Entry Requirements	Documents Required
BA (Hons) Business Management (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Level 4 and 5 Diploma or Extended Level 5 Diploma in Business (240 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 12 months	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
LLB (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Level 4 and 5 Diploma or Extended Level 5 Diploma in Law (240 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 12 months	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
LLM (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Law (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>

Programme	Entry Requirements	Documents Required
BA (Hons) Early Childhood Studies (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Level 4 and 5 Diploma or Extended Level 5 Diploma in Early Childhood Studies (240 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 12 months	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
MA Education (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Education Management and Leadership (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 12 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Copies of Academic Certificates and Transcripts</li> </ul>
		<ul style="list-style-type: none"> <li>➤ OL Certificate or Equivalent</li> </ul>
MA Strategic People Management and Human Resources (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Human Resource Management (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
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Programme	Entry Requirements	Documents Required
MSc Accounting and Finance (Top Up)	<ul style="list-style-type: none"> <li>➤ Ofqual Regulated Postgraduate Diploma in Accounting and Finance (120 credits)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Completed CIIHE Application Form</li> </ul>
Duration: 6 months	<ul style="list-style-type: none"> <li>➤ Minimum 3 Years Team Lead or Management Experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Passport Copy</li> </ul>
	<ul style="list-style-type: none"> <li>➤ C pass in GCE OL English or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Updated CV</li> </ul>
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