

TERMS OF ENGAGEMENT

1. The purpose of this document

1.1 This document:

- sets out the standard terms on which Aurum Ventures Limited, trading as Aurum Academics, undertakes to provide academic coaching services;
- explains what you can expect from us and what you agree to when you enter into an agreement with us;
- applies to any current engagement and future engagement we may have (unless we agree in writing to change these terms).

1.2 Occasionally, we may change these terms. If we make changes, we will send you the updated terms.

2. Contract for Supply of Academic Services

2.1 For each engagement, we will supply you with a separate agreement between Aurum Academics, as provider of Academic Coaching Services, and you as the client and purchaser of these services.

3 Initial Consultation

3.1 You will be offered a free of charge initial consultation lasting no longer than 30 minutes. During the initial consultation, the following details will be discussed:

- academic discipline and specific papers for which you are enrolled;
- your academic needs and expectations;
- discussion of Aurum Academics' Fees Structure as detailed below; and
- outline of the possible coaching strategies.

4. Fee structure

4.1 Our fee structure is as follows:

- FREE Initial Consultation up to, but not exceeding, 30 minutes;
- First 60-minute Consultation : to analyse the client's individual learning style and to determine coaching strategies (includes

registration and completion of contract details) - \$75.00 plus GST payable prior to the consultation taking place;

- Subsequent coaching sessions - \$60.00/hour plus GST or part thereof;
- Additional Proofreading & Editing services, as may be required - \$50.00/hr plus GST or part thereof.

5. Paying your account

- 5.1 We will issue accounts weekly or on completion of a job or the ending of our engagement.
- 5.2 Our accounts must be paid within 7 days of the date of the account.
- 5.3 We reserve the right to charge interest on any outstanding account at the rate of 10% per annum above our main banker's base lending rate, calculated on a daily basis and charged monthly.
- 5.4 Accounts that remain unpaid beyond the due date may be referred to a collection agency whereupon the client will be responsible for payment of any consequent collection fees. You agree that we may use and disclose any personal information (as defined in Privacy Act 1993) for that purpose.
- 5.5 We may cease provision of all services if the account/s remain unpaid on the due date and may elect to end our engagement pursuant to the provisions of clause 10.2.
- 5.6 Any failure or delay by us to charge interest or to exercise any of our other rights will not operate as a waiver of those rights.

6.0 GST

- 6.1 Unless we state otherwise, our fees do not include GST.

7. Our duties to you

- 7.1 When we do work for you, we will:
 - provide professional services in a manner and to a standard commensurate with that status; and
 - endeavour to exercise due skill and care in providing these services in accordance with any requirements of the academic institution.

8 Limitation of our liability to you

8.1 We do not:

- provide academic coaching services in the form of teaching English as a Second or Other Language;
- guarantee or imply that academic success will ensue. Academic success remains your responsibility.

8.2 Our services are in addition to and not in substitution of attending lectures/classes and completion of the prescribed course material.

9. Confidentiality

9.1 We consider your confidentiality to be of utmost importance. We will treat all information we hold about you in strict confidence. We will not use or share it unless:

- you agree or ask us to; or
- we are required to do so by law.

10. Ending our engagement

10.1 You may end our engagement by providing us with one (1) working day's notice. The termination will be without prejudices to our obligations to you prior to the termination of our engagement and your obligations to us prior to the termination of our engagement.

10.2 We reserve the right to terminate our engagement with you upon one (1) working day's notice in writing for any reason whatsoever. If we rely on this clause to terminate our engagement, we will not be required to provide a reason to you for us doing so, however we may choose to do so at our total and complete discretion. The termination will be without prejudices to our obligations to you prior to the termination of our engagement and your obligations to us prior to the termination of our engagement.

11. Contracts with a minor

11.1 In the event that our services are sought by a person who is under 18 years of age (the Minor), the agreement for provision of services will be entered into with the Minor's parent/s or guardian/s, who will then be responsible for payment of our fees. If the parent/s or guardian/s is/are not available or unwilling to enter into an agreement with us, no services will be provided.