

I am fully aware that the Company has no involvement in the visa assessment and decision-making process. Whether a visa is to be issued or not and what type of visa is issued, as well as its period of validity, number of entries and duration of stay shall be wholly up to the discretionary decision of the relevant Embassy, High Commission or Consulate General. I will fully accept any decision made by said Embassy, High Commission or Consulate General.

I agree to pay the application fee in full, which is non-refundable, to the Company, according to the price initially quoted to me by a registered company staff member, regardless of whether my visa is granted or not by the relevant Embassy, High Commission or Consulate General. If the Company have received and checked the documents, but have not yet submitted the application to the relevant Embassy, High Commission or Consulate General, upon cancellation the Company will debit an administration fee proportionate to the amount of work undertaken by staff members of the Company up to the point of cancellation. Also, I understand that if the Company is required to re-send any application documents, as a result of my own doing, I will be required to pay an additional fee per re-sent document.

I am fully aware that all time-frames quoted by staff members of the Company are predictions based upon experience and previous applications. Embassies can extend the processing time on individual applications at their discretion and the Company shall not be held responsible or liable for any delay experienced during the application process. I am also aware that I may need to provide additional supporting documentation at the request of the relevant Embassy, High Commission or Consulate General.

I agree that I will carefully check all the information on the visa when I receive my passport/confirmation and I am aware that any queries I have about the visa should be addressed to a staff member of the Company immediately.

I understand that if I apply by post, or request return delivery by post of my processed application, the Company shall not be held responsible or liable for any delay, delivery to a wrong address, damage to or loss of the documents, as a result of the negligence of any mail service or company.

I agree that the Company shall not be responsible or liable for any consequences as shown below:

- a) The visa becoming invalid and cannot therefore be used as a result of my own fault or any act by a third party acting on my behalf; or,
- b) In the event that I am refused boarding or to enter my proposed destination due to my failure to check the information on my issued visa; or,
- c) In the event that I am refused boarding or to enter my proposed destination due to reasonable denial made by the authority concerned or an immigration officer; or,
- d) My visa cannot be used due to any other reasons of my own doing.

To provide you with your chosen visa application service(s) the Company need to collect certain information about you which we do via the application process. We will also need to disclose the information that you give to us to the Embassy and other relevant bodies who are required to receive the data as part of the visa application process.

#### **Consent to process your personal data**

Some of the information that we collect and need to give to the Embassy or other relevant body can be considered 'special' due to its sensitive nature. This will be the case where you provide us with information relating to your health, race, religious or philosophical beliefs or relating to any trade union that you may be a member of.

To submit your application, we will need to disclose your sensitive information to the Embassy and other relevant bodies so that they can produce data to determine whether you can be granted a visa and, if so, to then grant the visa itself; however, we can and will only distribute your sensitive information if you are happy for us to do so.

We will always treat all of the information that we receive from you with the utmost care. You can read about our data protection practices more generally in our privacy policy. Visit [www.thetravelvisacompany.co.uk/privacy](http://www.thetravelvisacompany.co.uk/privacy).

You are not under any obligation to agree to us or the above third parties using your sensitive information in the manner described above; however, if you do not agree, we will not be able to proceed with your application as, without your consent, we will not be able to provide the visa application services you have requested and the above third parties will be unable to process, assess and action your application.

If you are happy to consent to our use of your sensitive information, you will also be able to withdraw your consent at any time; however, as this will prevent us from providing the visa application services you have booked and the above third parties from processing, assessing and actioning your application, we will be required to treat any withdrawal of consent as a cancellation of your application. As we will have performed services for you, no refund will be payable in such circumstances.

By agreeing to our Client Declaration you are consenting to the Company processing your sensitive personal data.

Please contact the Company if you would like to give permission to contact another individual on your behalf for your application.