

# LEXEN RECRUIT

POLICY AGREEMENT

CLIENT SERVICE ACKNOWLEDGEMENT – LEXEN RECRUIT

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## POLICY AGREEMENT

I acknowledge and agree that Lexen Recruit operates solely as a **training and employability support provider**, limited to CV preparation, interview coaching, employability training, and referral to potential employers. Lexen Recruit does **not charge recruitment or placement fees** and does not provide legal or immigration advice.

I understand that all decisions regarding employment, sponsorship, Certificates of Sponsorship (CoS), and visa applications are made exclusively by the employer and/or UK Visas & Immigration. No assurance, representation, or guarantee of employment, sponsorship, or visa approval has been given.

I confirm that all fees paid relate only to training and employability services and become **non-refundable once services commence**. Lexen Recruit shall have **no responsibility or liability** for employer actions, sponsorship compliance, visa outcomes, or any matters arising **from the day following visa approval or activation**.

I confirm that I have read, understood, and agree to be bound by the attached or referenced policy. I further confirm that all information provided by me is true, complete, and accurate, and I **indemnify and hold harmless Lexen Recruit, its directors, officers, employees, and agents** from any claims, losses, liabilities, or disputes arising from my employment, immigration status, or related matters.

This acknowledgement shall be governed by and construed in accordance with the **laws of England and Wales**, and the courts of England and Wales shall have exclusive jurisdiction.

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

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

Date: \_\_\_\_\_

This policy governs the provision of services by Lexen Recruit (“Lexen Recruit”, “we”, “us”, “our”) to the client (“the Client”, “you”). By engaging our services, the Client confirms acceptance of this policy in full, which constitutes a legally binding agreement.

Lexen Recruit operates strictly as a **recruitment support and training provider** and, where applicable, as an **employment agency within the meaning of the Employment Agencies Act 1973**. Lexen Recruit does **not** act as an employment business, employer, sponsor, migration agent, or immigration adviser. Our services are strictly limited to training and employability support, including CV preparation, professional profile development, interview coaching, skills assessments, job-readiness training, and related administrative support. Where requested, Lexen Recruit may introduce or refer the Client to third-party employers for potential job opportunities or interviews. Any such introduction does not constitute an offer of employment, sponsorship, or visa support and creates no contractual or agency relationship between Lexen Recruit and the employer. Lexen Recruit does not provide legal or immigration advice and is not regulated by the Office of the Immigration Services Commissioner (OISC/IAA). Where immigration or legal advice is required, the Client will be referred to an independent IAA-regulated firm. Lexen Recruit makes no representations, warranties, or assurances regarding employment outcomes, sponsorship, the issuance of a Certificate of Sponsorship (CoS), or visa approval. All recruitment decisions, job offers, sponsorship decisions, and visa determinations are made solely by the employer and/or the UK Home Office. In compliance with the Employment Agencies Act 1973, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, and UK consumer protection law, Lexen Recruit **does not charge work-seekers any fees for recruitment, job placement, employer introductions, interviews, selection, or sponsorship**, including Certificates of Sponsorship. Any fees charged by Lexen Recruit relate **exclusively** to optional training, employability support, CV services, or coaching voluntarily requested by the Client and are not conditional upon obtaining employment, sponsorship, or a visa. The Client warrants that all information and documentation provided is complete, accurate, truthful, and genuine. The Client undertakes to disclose their full immigration and personal history, including any refusals, cancellations, overstays, curtailments, immigration bail, or criminal matters, and to notify Lexen Recruit immediately of any material change in circumstances. Lexen Recruit accepts no responsibility or liability for decisions, actions, omissions, or errors made by employers, sponsors, legal advisers, agents, or the Home Office. Fees for training and employability services are agreed in advance and confirmed by invoice. All fees are payable in full prior to the commencement of services. Fees do not include visa application fees, Immigration Health Surcharge, legal fees, Home Office charges, or third-party costs, all of which remain the sole responsibility of the Client. Once any training, CV, or employability service has commenced or been delivered, all fees paid are strictly non-refundable. Refunds will be considered only where a visa application is refused solely and directly due to a demonstrable error in employer-provided documentation and where no training or employability services have been delivered. No refunds shall be issued where refusal, delay, or non-progression arises from the Client’s immigration history, criminal record, immigration bail, failure to meet Home Office requirements, provision of false or misleading information, voluntary withdrawal, or where the Home Office is not satisfied that the Client is a genuine applicant after the interview. No refunds are available in relation to dependants’ applications. This refund policy forms a fundamental term of this agreement. The Client expressly acknowledges that participation in training or employability services does not guarantee employment, sponsorship, a Certificate of Sponsorship, or visa approval, and that Lexen Recruit has no control over employer or Home Office decisions. Upon the grant, activation, or commencement of the Client’s visa, Lexen Recruit’s services shall be deemed fully completed and the Client’s file shall be permanently closed on the following day. From that point onward, Lexen Recruit shall have **no responsibility, duty of care, or liability whatsoever** in respect of the employer, the employment relationship, or sponsorship, including but not limited to the employer’s sponsor licence status, salary, hours, working conditions, termination, delays, non-payment, or compliance with Home Office, HMRC, or any regulatory obligations. All risks associated with employment and sponsorship rest entirely with the Client and the employer. To the fullest extent permitted by law, the Client agrees to **fully indemnify and hold harmless** Lexen Recruit, its directors, officers, employees, contractors, consultants, and agents from and against any and all claims, losses, damages, liabilities, costs, penalties, or proceedings arising directly or indirectly from the Client’s employment, immigration status, sponsorship, employer conduct, or any matter occurring after visa approval. Lexen Recruit shall exercise reasonable care and skill in providing its services. To the maximum extent permitted by law, Lexen Recruit’s total liability shall be limited to the fees actually paid by the Client for the relevant services, and Lexen Recruit shall not be liable for any indirect, consequential, economic, or reputational losses. Personal data shall be processed in accordance with the UK GDPR and applicable data protection legislation. This policy and any dispute arising from it shall be governed by and construed in accordance with the laws of England and Wales, and the courts of England and Wales shall have exclusive jurisdiction.

By engaging Lexen Recruit’s services, the Client confirms that they have read, understood, and accepted this policy, acknowledge that Lexen Recruit does not provide legal or immigration advice, understand that recruitment and visa outcomes are outside Lexen Recruit’s control, accept the non-refundable nature of training fees, and agree that Lexen Recruit bears no responsibility or liability following visa approval.

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

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