

# ELG Partner Program

## Commission Policy and Operating Principles

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### 1. General Framework

The ELG Partner Program is a referral program in which we pay commission to our partners who bring new corporate clients to EDU Language Group, based on the revenue generated from these clients.

The Program applies to three brands under EDU Language Group:

- EDU Çeviri — Türkiye-focused corporate and individual translation services
- Turkish Translation Office (TTO) — International translation services for Turkish ↔ world languages
- Transistent — AI-powered and machine translation services

When the client referred by the partner enters into a service agreement with any of these three brands under EDU Language Group, they become part of the Program.

Participation in the Program is free of charge. The Program is designed for professionals with a sales background, freelance translators, consultants, agency owners, and individuals with a corporate network.

Each partner included in the Program is provided with a free personalized user account at [affiliate.edulanguagegroup.com](http://affiliate.edulanguagegroup.com). Users track their referred clients, projects, invoices, and payments through this account.

### 2. Commission Structure

The ELG Partner Program applies a three-tier commission model. All rates are calculated based on the VAT-excluded revenue invoiced to the client.

Tier	Rate	Condition
<b>Standard</b>	<b>10%</b>	Default starting rate for all new partners
<b>Performance</b>	<b>15%</b>	For partners with cumulative revenue of 250,000 TRY or more
<b>Strategic</b>	<b>15-18%</b>	At the discretion of EDU Language Group management, defined per client

#### 2.1. Standard Rate

All partners new to the Program start at the 10% rate. The Standard rate is automatically applied to all client projects brought in by the partner.

## **2.2. Promotion to Performance Tier**

When the cumulative revenue from clients brought in by the partner reaches 250,000 TRY or more, the partner is permanently promoted to the Performance tier.

Permanent promotion rule: The status of a partner promoted to the Performance tier is not revoked even if performance fluctuates in subsequent periods.

Existing clients retain their rate: The commission rate for clients registered in the system before promotion to the Performance tier continues at 10%. New clients brought in after the promotion are registered at the 15% rate.

## **2.3. Strategic Rate**

For specific clients, a special commission rate in the range of 15–18% may be determined by evaluating criteria such as client size, sector, scope of agreement, and long-term relationship with EDU Language Group. The Strategic rate is defined at the discretion of EDU Language Group management and per client.

## **2.4. Currency**

The currency of the commission amount is the same as the currency in which the relevant project is invoiced to the client. The system supports TRY, USD, EUR, and GBP.

# **3. Commission Period (12-Month Rule)**

A partner earns commission from a client they have brought in for a period of 12 months. The 12-month period begins on the date the service agreement is signed between the client and EDU Language Group.

During the 12-month period:

- Commission is paid to the partner from all projects of the client
- Changes to the client's package or service type do not affect commission rights
- Increases or decreases in the client's project volume do not affect the commission rate

At the end of the 12-month period:

- After the period is completed, the client remains in the ELG client portfolio, but no commission is paid to the partner for new projects
- Retroactive commission claims for projects performed after the period ends are not accepted

# **4. Client Addition Process**

A new client is submitted to EDU Language Group through the "Add New Client" form on the partner's user account or via the contact form/email.

Approval process:

- The partner proposes the client to the system; the client is recorded with "Pending Approval" status
- EDU Language Group evaluates the proposed client; conflict checks with the client portfolio and existing partner assignments are performed

- As a result of the evaluation, the client is set to "Active" or "Rejected" status
- For clients set to Active status, the 12-month commission period begins

Important rules:

- A client can be assigned to only one partner
- If multiple partners apply for the same client, the first application is deemed valid
- Companies that have previously contacted EDU Language Group or are already our clients are not included in the Program
- Inclusion of the client in the Program is conditional upon the conclusion of a service agreement between EDU Language Group and the client

## 5. Billing and Payment

### 5.1. Commission Accrual

The commission generated from a project becomes invoiceable when the client pays the project fee to EDU Language Group.

- Partners cannot issue invoices for projects where client payment has not been received
- Payment status can be monitored in real time from the partner's user account

### 5.2. Invoice Creation

The partner can create invoices for invoiceable commission amounts through the user account or by uploading their own official invoice to the system. Invoicing is performed separately in TRY, USD, EUR, and GBP currencies.

### 5.3. Payment Term

The payment term for invoices is a maximum of 1 month from the date of invoice creation. Payments are made on the 15th of each month.

### 5.4. Payment Method

Payments are made to the bank account defined in the partner's user account. SWIFT/IBAN information is required for international partners.

Bank fees (SHA model): For international transfers, sender bank fees are covered by EDU Language Group. Intermediary bank and recipient bank fees are borne by the partner and are deducted from the transferred amount.

### 5.5. Tax Liability

The partner is solely responsible for the tax declaration and payment of the commission income earned. EDU Language Group does not withhold tax from commission payments; this matter is subject to the regulations of the tax office where the partner is registered.

## 6. Promotion to Performance Tier: Example Scenarios

### • SCENARIO 1

#### Example 1 — Gradual promotion

Partner A brought in three clients in 2026. Client-1: 80,000 TRY, Client-2: 120,000 TRY, Client-3: 70,000 TRY revenue. Cumulative: 270,000 TRY — threshold exceeded. Partner A is promoted to the Performance tier starting from Client-3. The 10% rate is preserved for Client-1 and Client-2. Partner A's fourth and subsequent clients are registered at the 15% rate.

#### • SCENARIO 2

##### Example 2 — Single large client

Partner B brought in a single corporate client; 400,000 TRY revenue is generated from this client within 12 months. The cumulative threshold has been exceeded with this single client. Partner B is promoted to the Performance tier starting from the project that exceeded the threshold. The rate (10%) defined for the existing client before the threshold was exceeded is preserved throughout the contract period. When Partner B brings in a new client, they start at the 15% rate.

#### • SCENARIO 3

##### Example 3 — Performance fluctuation

Partner C was promoted to the Performance tier in 2025. They brought in no new clients in 2026. Partner C's status remains in the Performance tier. When they bring in a new client in 2027, this client is registered at the 15% rate.

## 7. Policy Updates and Exceptions

### 7.1. Policy Updates

EDU Language Group reserves the right to update this policy with prior notice. Policy updates do not apply retroactively to currently registered clients of existing partners; the defined rates in existing client-partner relationships are preserved throughout the 12-month commission period.

### 7.2. Out-of-Policy Situations

Situations not explicitly regulated in this policy are resolved through the reasonable and good-faith evaluation of EDU Language Group management. The partner may request a discussion by sending their special situations to [info@edulanguagegroup.com](mailto:info@edulanguagegroup.com).

### 7.3. Leaving the Program

The partner may leave the Program at any time. Commissions earned before the departure date continue to be paid normally until the 12-month periods expire.

EDU Language Group reserves the right to remove the partner from the Program in cases of false declaration, behavior detrimental to client relationships, or attitudes contrary to the rules of good faith.

## 8. Contact

For all questions, requests, and special situation applications related to the policy:

**Türkiye (Headquarters)**

**Germany (European Office)**

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Partner portal access: [affiliate.edulanguagegroup.com](https://affiliate.edulanguagegroup.com)

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