



WORK & TRAVEL USA

# ACCESS SCHOLARSHIP NOMINATION FORM

A Cultural Exchange Program  
Summer 2018

Name of CIEE Representative:

Country:

Interviewed by (Name):

Representative Code:

Date (day/month/year):

Please follow the checklist below. This application is not complete without each of the following:

## APPLICATION CHECKLIST

DOCUMENT	PAGE
<input type="checkbox"/> Applicant Information	1-2
<input type="checkbox"/> Proof of Student Status	2
<input type="checkbox"/> Proof of English Ability	3
<input type="checkbox"/> Applicant Personal Statement & Declaration of Intent	3-4
<input type="checkbox"/> Medical History	5
<input type="checkbox"/> Privacy, HIPAA, and Confidentiality Release	5
<input type="checkbox"/> Terms & Conditions/Participant Declaration	6-7
<input type="checkbox"/> Fee Disclosure Form	8

## SUPPORTING DOCUMENT CHECKLIST

DOCUMENT
<input type="checkbox"/> Copy of Passport
<input type="checkbox"/> Proof of Student Status Letter (if application not stamped on page 2)
<input type="checkbox"/> Proof of English Language Ability (if not evaluated on application page 3)
<input type="checkbox"/> Copy of CV/Resume



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PLEASE FILL IN FORM USING ALL CAPITAL LETTERS.

## DEPARTURE AND RETURN DATES

Arrival Date in U.S. (DD/MM/YYYY): Cannot arrive more than five days prior to DS-2019 start date.

DS-2019 Start Date (DD/MM/YYYY): When do you want to start work in the U.S.?

DS-2019 End Date (DD/MM/YYYY): Last day you want to be eligible to work in the U.S. Can be no more than four months after DS-2019 start date.

Date of Departure From U.S. (DD/MM/YYYY): Cannot leave the U.S. more than 30 days after DS-2019 end date and no more than five months after arrival date.

## PERSONAL DETAILS (Print exactly as they appear on your passport. Please include a copy of your passport's ID page with your application.)

Last Name:

Middle Name:

First Name:

Gender:  Female  Male

Date of Birth (DD/MM/YYYY):

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Study:

Country of Legal Residence:

Passport Number:

Passport Expiration Date (DD/MM/YYYY):

## CONTACT INFORMATION (Permanent home address)

Home Mailing Address:

Postal Code:

City:

Country:

Phone Number (Country code - City code - Number):

Mobile Number:

Email (Mandatory):

## EMERGENCY CONTACT

Last Name:

First Name:

Relationship to Participant:

Address:

Postal Code:

City:

Country:

Phone Number (Country code - City code - Number):

Mobile Number:

Email:

## PREVIOUS VISAS (If you have previously received more than one J-1 Visa, please use an additional sheet of paper to provide the same information as below for each one.)

Have you ever received a J-1 Visa to enter the USA?  Yes  No If yes, how many?

**If yes, please complete the following for each previous J-1 Visa:**

Name of Program:

Program Number:

Name of Sponsoring Organization:

City:

State:

Dates of Previous DS-2019 Form: From (DD/MM/YYYY):

To (DD/MM/YYYY):



Name of CIEE Representative:

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OTHER VISA INFORMATION

Have you ever been denied entry into the U.S.?  Yes\*  No

Have you ever applied for a visa to immigrate permanently to the U.S.?  Yes\*  No

Have you ever been refused a visa by a U.S. Embassy?  Yes\*  No

Have you ever been arrested and/or convicted of a crime in your home country?  Yes\*  No

Have you ever been arrested and/or convicted of a crime in the U.S.?  Yes\*  No

\*If you answered Yes to any of these questions, please contact your CIEE Representative.

UNIVERSITY/COLLEGE

Name of Institution (e.g., university, polytechnic):

City:

Major Field of Study:

What is the course length of your major field of study (in years)?

How many full semesters of university study have you already completed?

How many years of university study will you have completed by the time of your departure to the U.S.?

Will you be a full-time university student at the time you leave for the U.S.?  Yes  No

Will you be a full-time university student when you return to your country of residence?  Yes  No

PROOF OF STUDENT STATUS (This section must be completed by an official from your educational institution. If your educational institution will not sign this form, you must attach an official letter in English on university letterhead verifying this same information.)

Option A: Student Not in Final Year of Study

I certify that the named student has, as of this date, successfully completed at least one semester (or equivalent) of post-secondary academic study, is registered in our institution as a full-time student for the current academic year, and is returning to full-time studies in the semester following the program. Additionally, I certify that in order to continue his/her studies, this student will be taking classroom-based courses requiring his/her physical presence in the country in which our institution is located.

Option B: Student in Final Year of Study

I certify that the named student has, as of this date, successfully completed at least one semester (or equivalent) of post-secondary academic study, is registered in our institution as a full-time student and is expected to graduate from our institution at or before the end of this academic year.

Name of Student:

Name of the Official Signing the Form:

Title:

Signature:

School Seal/Stamp:

Date (DD/MM/YYYY):

See additional proof of student status documents attached.



Name of CIEE Representative:

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**ENGLISH LANGUAGE ABILITY** (This section must be completed by an English teacher or a pre-approved agency staff member.)

Oral English Ability      1  Beginner      2  Intermediate      3  Advanced

Written English            1  Beginner      2  Intermediate      3  Advanced

Listening Comprehension    1  Beginner      2  Intermediate      3  Advanced

Additional comments about the student's knowledge of English and his/her ability to function in an English-speaking workplace:

Name (Please Print):

Name of Educational Institution (Please Print):

Signature:

Date (DD/MM/YYYY):

**APPLICANT PERSONAL STATEMENT**

Explain why you want to participate in the Work & Travel USA program.

How do you think your life in the United States will be similar to or different from your life at home?

During your time in the United States, please explain what you hope to:

1. See

2. Learn

3. Experience



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## APPLICANT SUPPORTING STATEMENT

The goal of CIEE Work & Travel USA is to increase mutual understanding between Americans and citizens of other countries. Are you a global citizen? Tell us what you hope to gain from living and working in the United States through this exchange program.

## APPLICANT DECLARATION OF INTENT

I understand the objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program. I attest that I am applying for this program with the intent to participate in American cultural activities and to interact with American citizens. I will, to the best of my ability, participate in any cultural activities arranged by CIEE or my employer, and will actively seek out opportunities to interact with Americans and participate in cultural activities independently. I understand that failure to uphold the intent of this cultural exchange program and comply with program rules and regulations could result in the withdrawal or termination of my J-1 visa status, which would require my immediate return home. If selected to receive a CIEE scholarship, my name, photo, academic major, and location of my Work & Travel USA program may be used for promotional materials.

Applicant's Name (Please Print):

Applicant's Signature:

Date (DD/MM/YYYY):



Name of CIEE Representative:

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**MEDICAL HISTORY**

Have you ever been hospitalized?  Yes  No

If yes, please explain:

Have you ever been advised to have surgery which has not been done?  Yes  No

If yes, please explain:

Have you ever consulted a neurologist, psychiatrist, psychologist, or any other specialist in nervous or emotional disorders?  Yes  No

If yes, please explain:

When, and for what reason, did you last consult a physician?

What diseases, ailments, or injuries have you had in the last year?

Please mention any allergies, the severity of the allergy, and indicate if and how they are currently being treated.

Do you have any physical limitations?  Yes  No

If yes, please explain:

Please indicate any medication you are currently taking and the purpose of using these drugs.

(Note: A supply of medication should be taken in clearly labeled containers indicating the drug's generic name.)

If you are allergic to any drugs or medications, please list them here.

Please indicate any other pertinent medical information that may have been omitted. (such as abnormal blood pressure, weight problems, etc.)

**PRIVACY, HIPAA, AND CONFIDENTIALITY RELEASE FORM**

By completing this form, you give consent to CIEE, your parents or guardian, and your physicians and/or other medical providers to discuss your medical and/or insurance issues with CIEE. You also consent to CIEE utilizing any such material as necessary in treating any medical condition that may arise. You also consent that CIEE may notify your emergency contact listed in this application of any situation that we deem to be an emergency. In addition, you consent that CIEE may notify the official CIEE designated agency from whom you purchased this program of any situation that we deem to be an emergency.

This authorization is valid for two years from the date signed.

Under no circumstances can CIEE release medical information from your physician or provider of service to you or anyone. Your medical information has been disclosed to us from your physician or provider of service, and we are prohibited by federal law from further disclosure. Please contact your physician or provider of service for your medical information.

I give CIEE permission to release any or all of the following information as appropriate in the event of a medical condition.

(Please initial and check each box.)

Initial:  All financial and claim information related to medical bills or Claimant's Statement and Authorization.

Initial:  Provider name, date of service, total charge, total paid, and date of payment.

Initial:  Insurance ID number and/or social security number.

Print Patient Name:

Signature of the Patient, Adult Parent, or Guardian:

Date (DD/MM/YYYY):



Name of CIEE Representative:

Country:

Interviewed by (Name):

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CONTRACTUAL TERMS AND CONDITIONS/PARTICIPANT DECLARATION

This form includes Terms and Conditions and releases CIEE (Council on International Educational Exchange) from liability. It must be signed by all participants. I agree that the following terms and conditions are binding on me and my adherence to them is imperative.

Applicant Responsibilities

- 1. The applicant agrees that all the information provided in the application is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the program.
2. The applicant acknowledges the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program, with the purpose of providing qualified students with cultural exchange opportunities in the United States.
3. The applicant is responsible for considering his/her personal health and safety needs when applying for or accepting a place on the program. If the applicant suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply.
4. The applicant agrees to pay all fees in accordance with the requirements of the CIEE Representative through whom he/she is submitting an application.
5. The applicant is responsible for submitting all requested documentation to the CIEE Representative in a timely fashion for visa processing. CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking or canceling a flight) by the applicant due to delays in submitting documentation, verifying employment, or delays caused by the U.S. Embassy in processing visa applications, scheduling a visa interview, issuing a visa, or visa denial.
6. Each applicant must pay the local visa fee to the U.S. Embassy. Applicants are responsible for any additional fees that might apply at the U.S. Embassy or Consulate in the country where they are applying for the visa, as well as the government SEVIS fee collected as part of the application.
7. All applicants must attend an interview and complete language screening in order to participate on the program.

Participant Responsibilities

- 8. The participant understands that he/she is expected actively to participate in American cultural activities during the program. The participant agrees to make a good faith effort to seek out and participate in American cultural activities, and to interact with American citizens. CIEE will provide access to online learning and information about life in the U.S. Depending on timing and location, CIEE will provide opportunities to attend Connect USA events. Depending on timing, participants may be able to apply for the CIEE Civic Leadership Summit. The participant understands that complete information about cultural exchange opportunities will be made available at a later date.
9. The participant confirms that he/she has reviewed the complete program pricing information provided and fully understood the costs of the program before paying a non-refundable deposit.
10. The participant understands that he/she is expected to and must return home at the end of the program.
11. Any Work & Travel USA participant who is withdrawn or terminated from the program will be required to return home at his or her own expense. A terminated participant also loses his/her legal right to remain in the U.S. Termination may negatively impact the participant's ability to obtain future U.S. visas.
12. The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs, and conditions in the U.S. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.
13. Each participant is required to complete a CIEE Orientation.
14. It is the responsibility of the participant to exercise due care once in possession of the legal documentation (DS-2019) and visa. The cost of replacing these items must be borne by the participant.

- 15. The participant must supply CIEE with the name and contact details for an emergency contact, to be contacted in the case of emergency. These details must be included on the application form.
16. The participant is responsible for all of his or her acts along with any loss or damage resulting therefrom while on the program. The participant agrees to indemnify and hold harmless CIEE and any other party who or which has suffered a loss to any person or property caused by reason of the participant's conduct.
17. All travel before, during, and after the program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission, and insurance and does so at his/her own risk.
18. The participant agrees to comply rigorously with the monitoring schedule set up by CIEE. The participant agrees to respond in a timely manner to any CIEE communication requiring a response. Failure to comply with the CIEE monitoring schedule will result in the participant's J-1 Visa program being terminated, which may negatively impact the participant's ability to obtain future U.S. visas.
19. The participant must have at least US\$800 with him or her upon arrival in the U.S. in order to support himself or herself in the U.S. until he or she receives his/her first paycheck. The participant understands that wages might not cover the entirety of program and living expenses and that he/she should have access to additional personal funds.
20. If, during the course of the program, the participant is evicted from housing, or is warned in writing that they are at risk of eviction, as a result of the participant's behavior, partying, excessive noise, overcrowding, or other housing violations, this will be considered a violation of CIEE program rules. CIEE reserves the right to revoke his/her legal sponsorship, which will result in the withdrawal or termination of his/her program.
21. If, during the course of the program, the participant encounters any difficulties with safety, health, job, or housing, including charges or fees for housing, sanitary conditions, overcrowding, etc., or any other problem, the participant must notify CIEE as soon as possible by phoning CIEE at 1-888-268-6245 (available 24 hours a day, 7 days a week).
22. Participants on Work & Travel USA are required to comply with all U.S. Government visa and immigration requirements, including the SEVIS tracking as follows: a) notification of arrival in the U.S. to CIEE within 10 days of DS-2019 start date; b) providing a valid address, email address, and phone number upon arrival at U.S. employer; c) notification to CIEE of any change in U.S. home address, phone number, and/or email address within 10 days of change. Failure to comply with these requirements will result in the participant's J-1 Visa program being terminated.
23. Participants on Work & Travel USA are required to comply with all CIEE program rules, as listed in these program terms and conditions. If a participant violates any CIEE program rules, CIEE reserves the right to revoke his/her legal sponsorship, which will result in the withdrawal or termination of his/her program.
24. Participants on Work & Travel USA are required to comply with all U.S. laws while inside the United States. If a participant violates any U.S. law, CIEE reserves the right to revoke his/her legal sponsorship, which will result in the withdrawal or termination of his/her program. A terminated participant also loses his/her legal right to remain in the U.S.

Employment or Job-Related Conditions

- 25. Employment is typically in the hospitality or tourism industries. Participants typically work an average of 32-40 hours per week and are paid at least the federal minimum wage. Housing, food, and certain transportation costs are typically not included as part of compensation for work but may

- be deducted from your salary. Wages might not cover the entirety of program and living expenses.
26. All employment, including second jobs, must be vetted and approved by CIEE prior to work commencing. CIEE reserves the right to deny any job according to the current and/or anticipated rules, regulations, and intent of the J-1 Exchange Visitor program. All jobs must be seasonal in nature and not displace year-round American workers. Employment that does not allow for meaningful cultural exchange with Americans is not permitted. Relevant factors include the job duties, workplace, geographical location, work schedule, and hours per week. Prohibited jobs include, but are not limited to, au pair, childcare provider, teacher, teaching assistant, camp counselor, pedicab operator, ship or aircraft crew member, jobs involving sustained physical contact with other people, medical staff having patient contact, jobs involving driving a vehicle, jobs in gaming/gambling, jobs in manufacturing, jobs involving controlled hazardous substances, and jobs identified as hazardous to youth by the U.S. Department of Labor. Jobs in private households are not permitted. Jobs in the adult entertainment industry are not permitted, including but not limited to escort services, adult book/video stores, massage parlors, and strip clubs. Jobs with traveling concessions are not permitted. Jobs requiring shifts that are more than four hours between 10:00pm and 6:00am are not permitted. From time to time the list of prohibited jobs is updated. More information is available on the CIEE Work & Travel USA website, ciee.org/work-travel-usa.
27. Under no circumstances are job positions guaranteed. Even in the case when an employer represents that a job is being held, this does not constitute a binding contract that the job will be available when the participant arrives. The employer's commitment is one of good faith only.
28. If the participant does not have sufficient English skills and/or does not arrive on time and/or has misrepresented any statement in the application, the job offer may be revoked.
29. If the participant does not meet his or her contractual obligations to the employer or with CIEE, CIEE may at its sole discretion withdraw or terminate sponsorship of the participant.
30. Participants must work for the employer listed on their Job Offer Form (JOF). If, for any reason, a change of employer becomes necessary, participants must contact CIEE and obtain written approval BEFORE changing jobs. If a participant leaves his/her employment without the prior written approval of CIEE, or engages in employment without the prior approval of CIEE, CIEE reserves the right to revoke his/her legal sponsorship, which will result in the termination of his/her program and his/her legal right to remain in the U.S.
31. Participants on Work & Travel USA are required to maintain communication with their employer prior to arrival, notify them in advance of their arrival and departure dates, and advise them of any changes to their travel itinerary due to visa delays or any unforeseen circumstances.
32. Due to weather conditions, or other factors beyond CIEE's control, some jobs have uncertain start dates and hours of work, and employment may become unavailable. CIEE and your representative are not responsible for the participant's expenses due to these factors, financial difficulties of the employer, or any other reason not under the direct control of CIEE and your representative.
33. Participants are solely responsible for their own conduct and well-being both on and off the job. CIEE cannot and does not monitor the participant's personal conduct, subject, however, to the requirements of these Terms and Conditions. All participants must follow all United States, state, and local laws and regulations, and are subject to financial penalties, deportation, and/or incarceration for breaking laws.



Name of CIEE Representative:

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- 34. If a CIEE-sourced job position is no longer available, through no fault of the participant's own, after a signed JOF has been issued to the participant, or if for any reason CIEE deems it necessary to relocate a participant from a CIEE-sourced job either before the job commences or at any time during the job period, CIEE will assist the participant in finding another position, but CIEE makes no guarantee with respect to being able to do so. Nor does CIEE make any representation that it will be able to find work for the participant in the same geographical area or the same type of work or pay as the original CIEE-sourced job.
- 35. In the case of a change of job or of premature termination of job, or if the employment is terminated before the end of the program for any reason, or if the participant decides to return home early, no fees will be refunded.
- 36. If a participant is fired from his or her job for violation of employer policies, including, but not limited to, his/her failure of a company-required drug test at the commencement of or anytime during employment, he or she may be withdrawn from the program with no refund of program or CIEE Job Service fees.
- 37. If the participant's original job ends before the legal working dates listed on the DS-2019 for any reason, it is the participant's responsibility to inform CIEE and get approval for any new job.

**Responsibility**

- 38. This English language version of the Contract is the binding contract between the participant and CIEE.
- 39. CIEE makes no presentation or warranty of any kind, expressed or implied, as to the suitability of the program for any participant, and CIEE disclaims all such warranties to the full extent of the law.
- 40. The conduct of the Work & Travel USA program is subject to U.S. government approval and may change without notice.
- 41. The participant understands that perceived or actual epidemics (such as, but not limited to, SARS or bird flu) can seriously delay, disrupt, interrupt, or cause the cancellation of entire programs. The participant agrees to assume all risks and losses (including financial) that result from any such occurrence.
- 42. CIEE does not own or operate any entity that is to or does provide goods or services for the program including, for example, arrangements for or ownership or control over houses, apartments, or other lodging facilities, airline, vessel, bus, or other transportation companies, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, CIEE is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, CIEE is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war, or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities, or the threat thereof of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein), mechanical or other failure of airplanes or other means of transportation, or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with and/or bites from domestic or wild animals, pests or insects, sanitation problems, food poisoning, disease, epidemics, or the threat thereof, lack of, access to, or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other

- cause beyond the direct control of CIEE. In addition, participant releases CIEE from its own negligence.
- 43. CIEE reserves the right, but is not obligated, to provide participants with information CIEE deems useful to program participants, including but not limited to tax, travel, and related services.
- 44. CIEE retains the right, in its sole discretion, to contact participant's school, parents and/or guardian with regard to health issues or any other matter whatsoever which relates to program or participant's program. These rights transcend any and all privacy regulations that may otherwise apply.

**CIEE Program-Related Conditions**

- 45. CIEE reserves the right to refuse sponsorship of any applicant that CIEE deems not to meet the program eligibility requirements or any applicant that CIEE does not deem appropriate to accept in the general interests of the program. In the event that CIEE refuses an applicant acceptance on the program, any refund will be made via the CIEE Representative through whom the original application was submitted.
- 46. Participation on the program begins when the participant legally enters the U.S. and, subject to this contract, terminates on the day of departure from the U.S. (within the legal program dates). Participation on the program will end a maximum of five months from arrival in the U.S. Participants can arrive five days prior to their DS-2019 start date and remain in the U.S. up to 30 days beyond their DS-2019 end dates as long as their total stay in the U.S. does not exceed five months. Participants must return to their home country in time for the start of their university classes.
- 47. CIEE may issue a DS-2019 Form if a participant meets the Work & Travel USA program requirements, but cannot guarantee that the U.S. Embassy or Consulate in a participant's country of residence will issue a J-1 Visa.
- 48. Once a participant has commenced his/her travel to the U.S., CIEE cannot amend the program dates as listed on the DS-2019 for any reason. It is the participant's responsibility to check prior to travel that the dates are correct.
- 49. Individuals who have recently held a J-1 Visa for the U.S. may have to remain in their home country for a minimum of 90 days before CIEE can issue a DS-2019 for Work & Travel USA. Please contact your local CIEE Representative and local U.S. Embassy for details.
- 50. CIEE reserves the right to access U.S. Form I-94 entry and exit information for the purpose of monitoring program status.
- 51. Insurance is provided for the dates confirmed by CIEE, by the CIEE insurance provider, as a mandatory part of the CIEE program for each applicant. It is the responsibility of each participant to purchase further insurance should he or she extend his or her period abroad for any reason. CIEE cannot be held responsible for any insurance claim in the event that a participant has failed to secure adequate insurance.
- 52. Under the U.S. government's Health Insurance Portability and Accountability Act (HIPAA), CIEE is restricted in its access to certain medical information or records in the event that a participant has an accident in the U.S. In order for CIEE to assist participants to the fullest extent possible with any insurance-related issues, CIEE must have a signed Privacy and Confidentiality Release Form from the participant which form waives the HIPAA confidentiality obligations. This form is optional and the participant can choose whether or not CIEE is granted access to this information. This release form and additional information about the HIPAA requirements are included as part of the Work & Travel USA application package. If you did not receive this information or release form, please contact your CIEE Representative.

- 53. All exchange visitors also may be subject to the requirements of the Affordable Care Act.
  - 54. CIEE reserves the right to dismiss from the Program any participant who is deemed by CIEE to be a danger to himself/herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal, CIEE shall not be held responsible for any airfare, charges or any other expense incurred by the participant, and shall not be required to return any fees paid by the participant.
  - 55. CIEE reserves the right to utilize publicly available information, including social media, that has not been directly provided by the participant. Information obtained through these means can be used as a basis for withdrawal, denial of a job offer, and/or any decisions made by CIEE affecting the participant's program.
  - 56. Once the participant has departed for the U.S., there will be no refund should the participant leave the program. There will also be no refund should CIEE withdraw sponsorship.
  - 57. The participant agrees to notify CIEE if he or she completes his or her program early and departs the U.S. prior to the end date listed on his or her DS-2019 Form.
  - 58. CIEE and your representative do not provide housing. If the participant's employer provides housing, it may be on a first-come, first-served basis. The participant must notify CIEE if he or she has any concerns regarding the safety and/or suitability of the housing provided by his or her employer. If the participant arranges housing independently, he/she agrees to use his/her best judgment in securing housing that is safe and suitable. Housing arrangements that involve overcrowding and/or hot-bunking (multiple individuals using one bed and sleeping in shifts) are strictly prohibited. If the participant has any doubt about the suitability of his/her housing, he/she must notify CIEE immediately.
  - 59. If CIEE deems, in its sole discretion, or if it is advised by the State Department that a participant's housing and/or work placement is unsafe or unsuitable, participant agrees to cooperate fully with CIEE to relocate to new housing and/or work placement without delay. Failure to cooperate may result in action by CIEE up to and including termination of a participant's program and requiring the participant to return home immediately.
  - 60. CIEE may provide the participant's contact information to third parties who often provide useful services to exchange program participants. Third parties receiving this information will be required to provide the participant the opportunity to opt out of further communications after the first contact.
  - 61. The participant gives CIEE permission, without the payment of consideration, to use any written, photographic, or video images of himself/herself in the course of reporting on and/or promoting CIEE programs.
- Binding Arbitration**
- 62. The participant agrees that any dispute concerning, relating, or referring to the JOF, to the Work & Travel USA Application, to any other literature concerning the program, or the program itself shall be resolved exclusively by binding arbitration in Portland, Maine, according to then-existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Maine law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable.

I confirm that the statements contained in this application form are accurate to the best of my knowledge, and I understand and accept the Terms and Conditions.

Participant's Name:

Participant's Signature:

Date (DD/MM/YYYY):





WORK & TRAVEL USA

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Summer 2018

Name of CIEE Representative:

Country:

Interviewed by (Name):

Representative Code:

Date (day/month/year):

## FEE DISCLOSURE (FEES THAT WILL BE COLLECTED BY THE CIEE AGENT, CIEE OR THE U.S. GOVERNMENT)

Fee	Amount (Please specify currency: )	Inclusions
<b>Program fee</b>	INCLUDED	- Application fee - Agent support pre-departure - U.S. Sponsor support - Orientation - Insurance Plan (for policy details visit <a href="http://www.ciee.org/insurance">www.ciee.org/insurance</a> ) - Screening for program - English eligibility test - Administrative costs - Translation of documents
<b>SEVIS fee</b>	INCLUDED	- U.S. government administrative cost
<b>Visa interview fee</b>	SEE PRICING NOTES	- U.S. government administrative cost
<b>Promotion</b>	NOT APPLICABLE	- Discount
<b>Placement fee</b>	INCLUDED	- All costs related to finding a placement
<b>Expedite fee</b>	INCLUDED	- Expedited forms and/or application review
<b>Housing fee</b>		TO BE DETERMINED IN CIEE JOB PROFILE
<b>Transportation fee</b>		TO BE DETERMINED IN CIEE JOB PROFILE
<b>Other services</b>	SEE BELOW NOTES	
<b>Total fees (excluding airfare)</b>	INCLUDED	
<b>Flight (estimated cost)</b>	INCLUDED	- Round-trip airfare (this is the typical cost – actual price will depend on destination and dates selected)

### Cancellation Policy:

### Other program costs and pricing notes:

If selected to receive a CIEE Access Scholarship, you will receive a \$500 VISA gift card from CIEE to cover travel incidentals and expenses before your first host employer paycheck. Visa interview fees are to be paid in advance of the embassy appointment by the participant. If these fees are not covered by a local CIEE representative or nominating U.S. Embassy, your VISA gift card will include an additional \$160 as reimbursement for your visa interview fee. Please note, these funds can only be accessed once you arrive in the United States.

## PARTICIPANT FEE AGREEMENT

I verify that I was provided with a copy of the CIEE Work & Travel USA application, which includes the full terms and conditions for the program. I confirm that I have reviewed the complete pricing information in this document and fully understood the costs of the program before I paid a non-refundable deposit. I understand that wages might not cover the entirety of program and living expenses and that I should have access to additional personal funds.

Except as specifically modified herein, the terms of the CIEE Work & Travel USA application I previously signed remains in full force and effect.

Name Printed:

Signature:

Date (DD/MM/YYYY):