

Last Name:
First Name:

Summer Work/Travel Program Terms and Conditions
Program Sponsor: United Work and Travel, a division of APEI

Please read this document very carefully, and make certain that you understand it completely, as written in English, before moving forward with our Summer Work/Travel cultural exchange program. If you have any questions, regarding this document, please contact your local in country representative or call our office headquarters in Owings Mills, Maryland toll free: 1-866-446-2872 or 410 581-7788, email: students@unitedworkandtravel.com.

Please be ready to provide proof that:

- You are between the ages of 18 and 28 years old.
- You are currently enrolled in an accredited university outside of the USA.
- You are a full time student at the time that you submit your application.
- You are able to live and function in an English speaking society.
- You are able to arrive to the USA in time for your employment start date.
- You are able to remain in the USA through the duration of your program.

As a program participant you must understand the following...

Program Conditions:

- You are joining a cultural exchange program sponsored by United Work and Travel, a division of APEI. This is not a program to earn a profit. The intention of this program is to learn more about the American Culture, way of life, and to share your culture.
- You will participate in an orientation provided by your local recruitment agency and/or Sponsor in your home country.
- You must bring enough money to the USA to cover food, transportation and other personal expenses for a minimum period of up to three weeks. **This should be at least \$900.00.** This is in addition to the funds needed for your housing deposit and first rent payment if they are not due in advance.
- You are required to report to and work for the employer listed in section #1 of your DS-2019 form. Failure to do so will result in dismissal from the program.
- You will not work past the program end date listed on your DS 2019 form.
- The DS-2019 form that is issued to you by United Work and Travel, a division of APEI enables you to apply for a Summer Work/Travel visa. The U.S. Embassy or Consulate will either grant or deny your application for a visa. We cannot change their decision.
- Even if you receive a visa, your entrance to the USA may be denied by the USCIS.
- You will apply for your social security number within 7-21 days of your program arrival check-in. Once you receive this number, you must provide your host company employer(s) with this immediately.
- If United Work and Travel, a division of APEI dismisses you from your program, you must leave the United States within 10 days or you may face further penalties from the USCIS.
- You will leave the USA within 30 days (grace period) of your program end date listed on your DS 2019 form with enough time to begin your University classes. *You are not able to change your visa status!* Your SWT Program cannot be extended.
- You are agreeing to allow your employer, sponsor, or home country recruiter use all photographs and videos received for sponsor contests or taken during the course of the program for future website

updates, displays, or marketing material. It is understood there will be no compensation for the use of these photos.

- You should first contact your sponsor with any issue or concern; however, you may contact the U.S. Dept. of State at any time to report an emergency, misconduct or lack of sponsor responsiveness. The number is 1-866-283-9090.

Program Monitoring:

- Once checked in to your vetted student housing, you MUST complete your first program check in with United Work and Travel, a division of APEI, Inc. within 72 hours of your arrival to the United States by telephone or online. Our toll free phone number for check in is 1-866-IGO2USA (1-866-446-2872). However, online check-in is the preferred check in method. Please log into your student account at www.myuwt.com to check in online. Email check in's are not permitted.
- You must complete an additional program check in with your sponsor every 30 days for the duration of your program. Please log into your student account at www.myuwt.com to complete these check ins online.
- Failure to check in will result in the immediate loss of insurance and you will automatically fall out of valid Visa status in the USA.

Employment Conditions:

- Your employment position is not 100% guaranteed and may be changed prior to arrival in the USA if a scheduled employer cancels their available job positions for any reason. In this scenario, UWT will support you in securing a new job placement.
- If your employer cancels your employment position for any reason after your arrival to the USA, UWT will make our best effort to place you in another available position.
- Employment terms, such as housing setup and location, job position, pay rate, and hours per week may be changed by your employer due to many varying factors. As changes are made, you will be informed by your employer and/or sponsor.
- Your employer may terminate your employment at any time for misconduct or poor job performance. If you are terminated from your position, we will not be responsible for finding you other employment. However, we will support your job search and assist in any way possible. You will be required to present new employer documents for approval within 10 days or your travel period will begin.
- You will only be paid for hours worked. You will not be compensated for shifts when you call out of work or do not report to work.
- You must be capable (both physically and mentally) of performing all duties and tasks outlined in your job description.
- All requests for employment changes must be reviewed and approved by UWT. If you are experiencing a problem at your job you must contact United Work and Travel, a division of APEI as soon as possible so we can assist you.
- If your employment change request is approved, standard protocol in the USA is two week notice before leaving employment. Even if your change is approved, failure to give a 2 week notice will result in program dismissal.
- In the event you must leave your employment position to return home, after speaking with and gaining approval from UWT, you will give your employer as close to a two week notice as possible and provide UWT with documentation of your flight to end your program in good standing.
- Should you choose to work in a "second job", different from your host company employer, this job and new host company employer must be verified and approved by your sponsor **before** you can begin working. Engaging in unauthorized employment will result in immediate dismissal from the program.

Housing Conditions:

- The intention of this program is not to come to the USA to live with a relative or friend from your home country. This housing arrangement will not be approved on the work period.
- Housing will vary from employer to employer. It is understood that you are accepting the fees and terms and conditions of your housing based on your specific employment position. In all cases, housing will be kept clean and damage free and rent will be paid on time to maintain good standing on the program.
- All requests for housing changes must be reviewed and approved by UWT. If you are experiencing a problem at your housing you must contact United Work and Travel, a division of APEI as soon as possible so we can assist you.
- If your housing change request is approved, we require at minimum two week notice to your current landlord before moving. Even if your change is approved, failure to give a 2 week notice will result in program dismissal.

Participant Behavior/Zero Tolerance Policy:

- Our programs have a zero tolerance drug, alcohol, theft, violence and sexual misconduct policy. Violation of this policy will result in program dismissal and you will be asked to leave the program and return home within 10 days.
- **If you are terminated from your employment for theft, violence or illegal activity of any type, your program will be terminated and you will be required to return to your home country immediately. This is our Zero Tolerance Policy!**
- While living in the USA, you will follow all federal, state, and local laws along with the rules and regulations of United Work and Travel, a division of APEI. Failure to do so will result in dismissal from the program under our Zero Tolerance Policy.
- You must inform our staff of any arrest or incarceration within 24-hours of such event. United Work and Travel is not responsible for any legal fees or costs associated with arrests or incarceration.

Health Requirements:

- Any preexisting medical condition that may impact your ability to work is required be reported directly to your sponsor prior to program registration or as soon as you are made aware of a potential situation. This includes allergies. Doctor's notes are required.
- Pre-existing medical conditions are not covered by this programs health insurance.
- Program health insurance is for accident and injury protection only. It should not be used for check ups or routine doctor visits.
- You must not currently be pregnant, and understand that United Work and Travel will not accept you on the program if you are pregnant. This is for the health and safety of you and your unborn child. If you become pregnant prior to arrival, you will withdrawal from the program and the proper refund will be returned. If you become pregnant on the program, you will be required to return home within 7 days.
- In the event of a medical emergency requiring hospitalization, I give my full permission for the hospital staff or medical doctor to speak with a representative of United Work and Travel, a division of APEI or my assigned insurance company so that communication and any necessary arrangements with my family and home country agent may take place regarding my condition, care, and needs.

Refunds:

- In case of a visa denial or voluntary cancellation prior to job confirmation, United Work and Travel, a division of American Pool Enterprises, Inc. will refund your program fee costs. However, your application fee of \$125.00 and your \$35.00 SEVIS Fee are non refundable. (Unless alternate arrangements have been made)

- In order to receive your refund, proper notification must be provided within 48 hours of a denial or cancellation.
- There will be no refund on voluntary cancellations after your DS-2019 visa documents have been issued and your employment is confirmed.
- If you plan to reapply for a visa after a denial, you must inform your sponsor immediately.
- All program fee refunds will be issued directly back to your overseas agent in your home country 45-60 days after your program end date.
- All housing deposit refunds will be issued directly back to your overseas agent in your home country at least 60 days after successful program completion.

By signing below, you are agreeing that:

1. In consideration of being accepted for participation in a Summer Work/Travel Program, I understand by signing this document, I hereby forever discharge and agree to hold harmless, United Work and Travel, a division of APEI, their employees, their partner organizations, and/or principals thereof from any and all liability claims or demands for personal injury, sickness or death, as well as property damage and other expenses of any nature whether known to me or not.
2. Any and all claims against United Work and Travel, a division of APEI will not result in a refund greater than the total program fees received for your program participation. (SEVIS fees, airline tickets, and Embassy interview fees will not be refunded for any reason).
3. I will abide by and follow these Terms and Conditions presented to me by my sponsor, United Work and Travel, a division of APEI.

Program Participant:

Signed _____ Date _____

Print Name _____

Recruiting Agent:

Signed _____ Date _____

Print Name _____

Company Name A division of American Pool Enterprises, Inc.

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