



AIFS TRAINEE TERMS & CONDITIONS OF APPLICATION & PLACEMENT
Version 1 – published September 2022

The purpose of this agreement is to set out our professional relationship and detail the services we will provide to you. You should understand that the AIFS Trainee Program is a Cultural Exchange Programme. The purpose of our programme is to enhance the skills and expertise of participants in their academic or occupational fields and increase knowledge of American techniques as well as to foster global understanding through shared experiences.

The AIFS Trainee Program is a division of American Institute for Foreign Study (UK) Ltd (business address is 37 Queen's Gate, London, SW7 5HR, +44 207 581 7373) hereafter referred to as AIFS or AIFS (UK) and of American Institute for Foreign Study, Inc (business address 1 High Ridge Park, Stamford, CT 06905 USA 1 800 727 8233) hereafter referred to as AIFS Inc.

AIFS Inc/AIFS is designated a J – 1 Sponsor by the US Department of State and further information about J – 1 programmes can be found at <http://j1visa.state.gov/>

In order to provide the AIFS services to you, AIFS needs to collect, use, share and otherwise “process” certain personal information which relates to you (including, but not limited to, your name, age, gender, contact details and country of residence, as well as photographs and/or videos) in accordance with the Camp America privacy policy (as detailed on www.campamerica.co.uk/help/privacy-policy) which is additionally applied to the Trainee program.

In particular, you acknowledge that AIFS needs to process certain sensitive personal information about you including, but not limited to, (a) medical and/or health information; and (b) the information contained in your criminal record check, which you are required to provide as part of your application to the program.

You also acknowledge that AIFS may need to share some of your personal information with third parties within and/or outside of the European Economic Area as set out in our privacy policy (including, but not limited to, AIFS associated companies in the US, independent Host Employers in the US, and government departments in your home country and the US).

The AIFS Trainee Program

a) Host Employers are independent organisations and AIFS does not own these organisations. The organisations will pay AIFS a fee which covers sponsorship, administrative fees, SEVIS fee. (fee will not exceed \$4100– not including SEVIS fee).

b) Applicants who wish to participate on the program should understand that they enter into this contract with AIFS (as the agency charged with supporting your placement and visa sponsorship) and will be bound by the following conditions. Once placed, you will additionally have an agreement with your Host Employer. You confirm that your command of English is sufficient to correctly understand these terms and conditions, the English-language source materials mentioned in this agreement and to effectively communicate abroad.

Services provided by AIFS;

AIFS will;

a) Placement

Assist you in completing your application (via interview) and, subject to acceptance on to the programme, help agree a placement with a Host Employer.

b) Training Plan and Visa Sponsorship

Coordinate with your Host Employer to complete a Training Plan (DS-7002 form) detailing your responsibilities, assessment and cultural exchange opportunities whilst on the program. AIFS will then assist



you in obtaining a J-1 U.S. visa by provision of the DS2019 and give you information relating to your work and your stay in the U.S.

c) Orientation

AIFS will provide pre-departure information outlining what to expect when you arrive in the US. Where appropriate post-arrival orientations will also be held. AIFS is available to answer any questions you have regarding your time on the program and you will also be supported by your Host Employer.

d) Arrival to the US

Participants will be responsible for arranging and paying for their own transport to the US. Participants should also expect to undertake transportation from the airport to their accommodation (which will be via plane, bus or train) by themselves. It should be noted that travel costs incurred at this time should be paid by the participant. We advise that you carry a minimum of \$300 in cash for your onward transport to your accommodation.

e) Group International Accident & Sickness Coverage

All participants are enrolled in Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc which meets the US Department of State requirements for J1 visa programs.

f) Emergency/Crisis Management

Make available at AIFS headquarters in Connecticut during normal business hours throughout your stay in the U.S. a member of our staff for purposes of consultation who can be reached by telephone +(203) 399 5414 (from outside the US) or on free-phone 1 866 222 2074 (inside the US) and provide emergency back-up services.

Applications to AIFS Trainee Program

a) We operate a Safer Recruiting policy and will require references, police checks, medical checks and other documents from you to support your application to our program.

To apply for the AIFS Trainee program, you must be at least 18 years of age. If you are applying for the J-1 Trainee Visa you must have a post-secondary degree or certificate from an Institution outside of the US and one year of related work experience or five years of related work experience in the training field you are seeking placement in. Evidence of this will be required as part of your application and it is your responsibility to ensure that you meet this visa requirements.

You must have English Language skills sufficient to function on a day-to-day basis at your Host Employer. This will be assessed during interview and evidence of an English Language test or academic documentation may be required to support this.

You must also be able to provide a police check (or **DBS check** if applying in the UK) and details for two referees that adhere to our reference policy. Additional referee details may be required to demonstrate evidence of work experience. References are confidential and in line with paragraph 24, Schedule 2 of the Data Protection Act 2018, there is no obligation to comply with a subject access request in relation to a reference given (or to be given) in confidence for employment, training or educational purposes.

Applications are made via an online application form (administered by JotForm) which will be emailed directly to the applicant, host employer and AIFS.

You agree to accept communications via the Jotform platform and AIFS. You also agree that the terms of our privacy policy and cookie policy (www.campamerica.co.uk/help/privacy-policy) are incorporated into and made a part of these terms and conditions.

You are required to complete the application fully and honestly and failure to fully disclose your criminal and medical background at the earliest stages may result in additional charges and cancellation of application without refunds.

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It is your responsibility to ensure your application is completed and relevant documents submitted in a timely manner. We expect that all references, police checks, other supporting evidence and medical forms will be submitted within the communicated deadlines. Your DS2019 form will not be issued until all documentation is received by AIFS.

Completing the AIFS Trainee Jotform constitutes application to the program. AIFS may refuse to accept an application, or may reject/withdraw an application at any stage without reason.

What is included in the Program Fee?

a) Participant payment for the program is payable in one payment via a secure link. The link will be sent once the completed application form is received and will need to be paid within 14 days of receipt. The payment is non-refundable.

- Payment for applicants who have previously attended camp through Camp America and have submitted approved documentation within 12 months of application date: USD 200
- Payment for applicants who have not previously attended camp through Camp America or have attended more than 12 months ago: USD 300

Payments to AIFS include Application and support with Placement Services, J-1 Visa sponsorship, enrolment in Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc.

What is not included in the Program and may Incur Additional Costs?

a) Third Party costs incurred in obtaining criminal and medical records checks, and costs related to the US Embassy J-1 visa application.

b) Costs incurred during travel to interview, placement or orientation events, US Embassy and airports.

c) Transportation costs from arrival airport to your accommodation (which will be via plane, bus or train). You are required to take a minimum of \$300 to cover your onward travel. Costs to travel to your Host Employer.

d) Any costs relating to tests or quarantine imposed on participants (due to airline or government protocol) on arrival in the US or upon return to home country.

e) Any additional items specified by your Host Employer such as State Police Record checks or additional medical checks. Please note that some Host Employers may require proof of immunizations for Hepatitis A or B, TB or COVID-19, plus proof of full childhood vaccinations: Measles, Mumps & Rubella. Any costs incurred relating to vaccinations or tests are the responsibility of the applicant in order to comply with these requirements. **Please note you must be fully vaccinated against COVID-19 in order to travel to the US and to participate on the AIFS Trainee program.**

Acceptance and Placement on to the program

Applications to the Program will be made via an online application form which will be emailed directly. You will be required as part of the application to submit documentation evidencing your Post-Secondary Qualification, Student Status and work experience as applicable. Reference information and a Police Check must also be completed. Your application will be reviewed and a determination will be made if this can be accepted. Please note it is your responsibility to ensure you meet the J1 visa requirements for this program outlined in 'Applications to the Program part a)'

Once your application has been received you will be notified and an interview will be arranged with AIFS staff to determine English Language capability and suitability for the program.

AIFS will also communicate with your Host Employer to discuss agreement of responsibilities, contract length and evaluation process. A Training plan will be completed by your Host Employer. Once finalised full details of your Host Employer and contract agreement will be emailed to you –this will include any specific terms (and any conditions that are in addition or a variation of these terms and conditions). You are responsible for negotiating your own salary (as applicable) with your Host Employer.

Criminal Background Checks

a) You are required to declare criminal convictions including juvenile cautions, reprimands and current charges on your application form. This is also a requirement of the US Embassy in the visa process. As Embassy regulations are extremely strict, non-disclosure of information may result in a longer visa process and in some cases visa refusal. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Failure to disclose details of criminal convictions (including juvenile, cautions and current charges) are grounds for dismissal from the program. If you have had incidents with the law, you are advised to discuss such matters with the AIFS office before you complete your application for the program.

b) AIFS requires all participants to provide criminal background checks. Charges for a criminal record check varies from country to country and payment will be the responsibility of the applicant. AIFS reserves the right to dismiss anyone from the program without compensation or refund if they are found to have concealed any criminal conviction, caution or pending charges. *UK only* - in the UK, Scotland and Northern Ireland, it is AIFS policy to obtain DBS checks under the American Institute for Foreign Study (AIFS) name.

Applicants who fail to submit their police check forms in a timely manner may be required to obtain additional checks at their own expense.

d) By submitting your application for to us and later submitting your police/DBS check, you acknowledge that this check will be shared with Host Employers (see our privacy policy for further details on how we use this information).

e) Applicants without a clear police check should be aware that additional costs will be incurred if additional checks are deemed necessary and may also incur substantial additional Embassy costs during the visa application process.

f) Applicants should be aware that they may be required to complete additional US State Police checks and finger prints (in addition to checks completed in their home country). When required these checks are completed upon arrival at your Host Employer. Checks are handled differently by each Employer and state. Some additional charges may apply.

Medical Background Checks

a) There are a number of medical conditions that may render applicants' ineligible for the program. Please discuss with the AIFS Office if you have answered yes to one of the medical background questions so we can provide you with additional information on your eligibility for the Program.

b) **Unless fully-vaccinated, you should not apply in 2023** if you have a condition that is deemed a risk with respect to Coronavirus COVID-19, Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc will not cover pre-existing conditions.

c) You will be required to complete a medical history form countersigned by your doctor. Failure to disclose relevant medical information at the earliest opportunity is grounds for dismissal from the program and the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc will be rendered invalid. Please note that pre-existing medical conditions may not be covered by the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc, and participants may be required to buy an independent supplementary policy at their own additional expense to ensure they have sufficient coverage for their individual needs. Exclusions on the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc mean that hospital bills etc. for mental conditions including (but not limited to) depression and anxiety, bi-polar disorder, schizophrenia, self-harm or injuries caused while intoxicated will not be covered and you will be personally responsible for any such costs. Please check the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc document for full details of all exclusions.

Changes to your Criminal or Medical Background

Even after you are accepted as a candidate for the program and have agreed a placement with a Host

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Employer, it remains your responsibility to inform the AIFS office by email to trainee@aifs.com of any material changes to your medical or criminal history.

Pre-departure AIFS must be notified if you have been exposed to a communicable disease, have sustained a serious injury or have any other changes to your general medical condition. Additionally, you should notify AIFS if you have travelled outside of your home country in the 4 weeks prior to departure. AIFS reserves the right to vary, delay or cancel your placement should your criminal or medical circumstances change or deteriorate between the time of your application and the date that you are due to depart for the United States. In addition, in the event of a change to your medical information or non-disclosed medical information coming to light, details of this may be disclosed to your named emergency contact for your own protection.

Vaccinations

In order to travel to the US, it is a Federal mandatory requirement and AIFS Trainee program requirement, that participants have been fully vaccinated against COVID-19. Participants are required to submit proof of vaccination status directly to their airline and will not be permitted to board unless the requirements have been met.

Camps expect that participants will have fully completed their country's general immunization schedule against vaccine-preventable diseases. You will be asked to evidence this on your AIFS Trainee medical form. A Host Employer may be unable to take you if you have not been fully vaccinated. If you are concerned, you should discuss this with your Doctor. Additionally, some Host Employers may have additional vaccination requirements and any costs incurred will be the participant's and agreed by accepting the placement.

Obtaining the J-1 Visa

a) You agree to complete all visa requirements including attending personal interview at the United States Embassy or Consulate at your own expense in accordance with the instructions thereof and to be responsible for obtaining a valid passport at least six months prior to departure.

b) Once you have agreed a placement with a Host Employer, your Training Plan (DS7002), and supporting evidence (references, medical form and police check) have been received, AIFS will then register your details in the U.S Government Student and Exchange Visitor Information System (SEVIS) to issue form required for application for the J-1 visa from your nearest American Consulate.

c) You cannot participate on the programme without a J-1 visa stamped in your passport.

d) The J1 visa is obtained by attending a face to face interview at your nearest American Embassy/Consulate. All US embassies now impose dollar based visa fees mandated by Congress (currently US\$160 plus courier fees), which you will be required to pay. Applicants are also responsible for the costs of travel to and from their visa appointment and any courier fees charged by the embassy. Applicants are advised to complete visa interview formalities as soon as possible once placement is confirmed. Failure to book a timely appointment or update your online account with your appointment date will constitute cancellation from the programme.

e) It is an expectation of the US Embassy that all participants should have sufficient finances to support themselves for their entire stay in the US and should be able to demonstrate this if required.

f) It is an expectation of the US Embassy for all participants to provide reason for proof of return to their home country.

g) If you cancel following visa issuance, your SEVIS entry will be cancelled, and you will not be able to enter the US as your visa will no longer be valid.

Visa Refusal

If you are refused a visa by the American authorities, please inform AIFS immediately. It should be noted that to process your J-1 visa the US Embassy will be required to keep your passport for a number of days in order to print the visa into it.



Visa Regulations – while in the USA.

a) You are permitted to enter the US no more than 30 days before the programme date shown on your DS2019. This is termed a 'Grace Period'. You are not permitted to work during this time. Upon successful completion of your programme you have a further grace period of 30 days to depart the US, **during which time you are not authorized to work**. The United States Government has systems to track participants who over-stay their visas and the penalties involved may well include bans of up to 10 years for the violator and their relatives. AIFS will assist the United States authorities in every way to identify anyone who violates the privileges of their J-1 cultural exchange visitor visa. In addition to reporting all violators of the visa to the US authorities, AIFS will report all such visa misdemeanours to the university, college, employer and referees of anyone who abuses the privileges of the visa.

b) Any participants who fail to comply with our application, medical or criminal policies may jeopardise their status with the programme. As your visa sponsor, AIFS is required to maintain your visa sponsorship status in the SEVIS system. We have the right to revoke J-1 visa sponsorship at any time if you fail to comply with programme requirements – this includes once your visa has been issued. If your visa is set to 'inactive' while you are in the US, you will have 30 days to regularize your status or depart the US.

c) You agree to abide by all appropriate regulations and instructions of the U.S. Government, including returning home within the designated period of 30 days following successful completion of the programme.

d) While on the AIFS Trainee program you are not permitted to work for any organisation other than your Host Employer. Failure to adhere to this regulation, may jeopardise your visa status.

e) Whilst on the programme you will be required to complete midpoint and concluding evaluations following the format provided by AIFS. Both evaluations will have to be signed by you as the participant and your Immediate Supervisor at your Host Employer. fe) You are required to update AIFS within ten days of any change to your email address or other personal details. Once in the US you must also notify AIFS of any changes of address within the same timeframe.

Participation on AIFS – placement at your Host Employer.

a) AIFS does not own or in any way assume responsibility for the operation of Host Employers as they are independently owned and operated. As a consequence, AIFS cannot, and does not, accept liability for any decisions, actions or omissions of whatever nature made by or on behalf of the proprietors or directors of Host Employers. If you consider that you have suffered any loss, injury or damage whatsoever as a result of any such decisions, actions or omissions, your right to recourse lies against the Host Employer. Your acceptance of a placement with a Host Employer is subject to this condition.

b) You are required to complete the duration of your contract. Any change to the duration of your contact should be confirmed with your Host Employer and AIFS prior to the start of your placement. AIFS is required by the US Department of State to keep your SEVIS record updated. You are therefore required to keep AIFS informed of any changes to the length of your placement.

c) The responsibility of your Host Employer to you is limited to the information provided in your Training Plan along with any payment agreed prior to placement. They will provide supervision and evaluation(s) throughout your placement. If any problems should arise between you and your Host Employer during the course of your stay, you must promptly inform our representative in Connecticut via our 24/7 answering service on 1 866 222 2074

d) Additional costs

In certain states, additional state checks (either criminal or medical) may be applicable. These are usually paid upon arrival at your Host Employer and will be confirmed prior to departure.

While with your Host Employer:

a) You agree to carry out the responsibilities agreed with your Host Employer in your Training Plan and follow the policies outlined in your Orientation, along with other duties and responsibilities necessary to your role to the best of your ability and with due respect.

b) You agree to co-operate fully with those supervising the programme on behalf of AIFS, and you agree to

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abide by any reasonable instructions they may give you. You also agree to adhere to any guidelines implemented to keep the Host Employer COVID-safe.

c) You agree to work for the duration of your contract which will be a minimum of 32 hours a week.

Child Protection

The AIFS Trainee programme considers children and young people to be individual and valuable members of society who have an unconditional right to be treated with dignity and respect. As such they should be fully protected against any exertion of inappropriate power, whether sexual, physical or emotional. **Relationships with anyone under the age of 18, are strictly forbidden. You are not permitted to communicate with anyone under the age of 18 on social media.**

This is a zero tolerance policy. The AIFS Trainee programme will fully support any action taken against perpetrators of abuse.

Behaviour, social media, drugs and alcohol

a) You agree to abide by all lawful rules and reasonable regulations of AIFS contained herein and of the Host Employer in which you are placed. Your Host Employer is likely to have a strict alcohol and drugs policy, this will be explained to you at Orientation and is expected to be followed. If you break these rules then your contract may be terminated. AIFS supports these policies and in the event of contract termination due to this you will be responsible for your own costs and for any costs incurred by AIFS through non-payment or reduced payment of fees from Host Employers. **It is illegal to buy, consume or be in possession of alcohol under the age of 21 in the USA.**

In line with standard protocols, participants are expected to ensure all social media accounts are set to private prior to departure to the US. Participants are required to supply personal social media accounts as part of the visa application process and the US Embassy may use this information to determine suitability for the programme.

Emergencies while in the US

a) Understand that AIFS or its affiliates or agents may, without liability, or expense to themselves take whatever action they deem appropriate with regard to your health and safety and may place you in a hospital for medical services and treatment or, if no hospital is readily available, may place you in the hands of a local medical doctor for treatment. You undertake to reimburse us, our agents or your Host Employer for any expenses incurred by us or them in taking any action reasonably considered necessary in the interests of your health and safety, which may not be covered by the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc. If deemed desirable by AIFS or its agents, you authorise them to transport you back to your country of origin at your own expense.

b) You agree to waive and release AIFS and its affiliates, agents and employees from any claims whatsoever arising from any injury, loss, damage, accident, delay, or expense resulting from events beyond its control, including without limitation acts of God, acts of war, strikes, incidents of politically motivated violence, terrorism, pandemic, sickness or quarantine, government restrictions or regulations, and, in the absence of gross negligence (or negligence in the case of personal injury) by AIFS, arising from the use of any vehicle or from any act or omission by any agent or employee or guests of the Host Employer, individual, firm, or company in relation to transportation to, from and within the U.S. or another facility or service organised on your behalf.

Payment and Taxes

a) As an Intern or Trainee you may have agreed payment with your Host Employer, if so you are required to file a U.S. Federal income tax return and in certain cases, a State income tax return to satisfy their U.S. income tax liability. If tax has not been deducted by your Host Employer, then participants are required to make their payment to the US tax authorities when submitting their tax return. The deadline for tax payments is April 15th in the following year.

b) Reimbursement from your Host Employer will be received on agreement with them based on completing your full contract dates and fulfilling your role requirements as outlined in your Training Plan. If you do not work the full amount of days within your contract, you may be awarded your payment on a pro-rated basis based upon the number of days you actually worked. If you leave the programme for any reason, you will

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also only be given pro-rated payment based upon your actual days worked.

Please note that our organization does not have tax preparation capabilities but can provide a referral to an accounting firm which can assist with completing and filing the foregoing tax forms and remitting the tax due to the U.S. Internal Revenue Service ("IRS"). For more information on tax please visit <https://www.campamerica.co.uk/taxes>

Your payment from your Host Employer may be subject to taxation in your home country. You are responsible for making your own tax declarations.

Flights

You are responsible for making your own travel arrangements to and from America. Your Host Employer will confirm details of your place of work and start date. You must coordinate your flights and onwards travel to arrive in time to start your work placement and must not enter the US more than 30 days prior to the date on your DS2019 form. You are advised not to make any international/domestic flight arrangements that cannot be cancelled/alterd without a refund, even if your start date is confirmed. This is in case of last minute changes, or your visa is delayed/not granted. You are required to notify AIFS of your flight details once booked. You should additionally notify AIFS of any countries you will be transiting through prior to your arrival in the US. If you are fired it is your responsibility to make your own return flight reservations and all costs incurred are your responsibility.

Withdrawal from the programme:

If you wish to withdraw from the programme before departure you must notify AIFS immediately and if you have agreed employment, you should also notify your Host Employer. Any payments already incurred are non-refundable.

Should you decide to leave your contract with your Host Employer early or your contract is terminated you must call AIFS immediately. Any payment agreed with your Host Employer will be pro-rated based on time worked.

If your placement at your Host Employer is unsuitable for any reason and they are able to provide a supportive reference, then AIFS may have limited capability to find a new Host Employer for you. Please note this is not guaranteed and depends on Employer availability within your professional field.

If you are fired from your Host Employer, resign, or if you engage in conduct that in the opinion of AIFS is deemed detrimental, our sponsorship will be revoked and you may forfeit any payment due. You will no longer be deemed on the AIFS programme and you will therefore no longer be covered by the Group International Accident & Sickness coverage arranged for the American Institute for Foreign Study, Inc. You will be financially responsible for your costs to fly home. In such cases you are required to contact AIFS immediately on 1-866-222-2074 (24 hour number)

AIFS has a legal and moral obligation to report to the US authorities anyone who leaves the programme prematurely (of their own decision or by being fired for any reason) or who in any other way violates their J-1 cultural exchange visitor's visa.

AIFS withdrawing a placement prior to departure.

a) AIFS reserves the right to cancel placement without explanation right up to the moment of departure.

Refunds and Complaints

a) We take complaints very seriously and request complaints to be put in writing. We will always endeavour to provide you with a detailed response in a timely manner. Complaints should be emailed to trainee@aifs.com with the subject heading of 'Complaint'.

Participation on a Cultural Exchange Visitor Programme

a) Understand and acknowledge that you are not an employee or agent of AIFS or any affiliate thereof and agree not to make any representations to any third party or employee of the Host Employer to that effect. You understand that you are a cultural exchange visitor.



b) As a Cultural Exchange Visitor you are expected to experience and form a greater understanding of the culture of the US. AIFS encourages you take full advantage of days off and time after your contract to travel, learn and enjoy.

Force Majeure

AIFS shall not be deemed in default of this Agreement or, unless otherwise expressly provided therein, or any ancillary agreements, addendums or materials, for any delay or failure to fulfil any obligation hereunder or thereunder so long as and to the extent to which any delay or failure in the fulfilment of such obligation is prevented, frustrated, hindered or delayed as a consequence of any event beyond such either's reasonable control including but not limited to Acts of God, government actions (including those restricting travel), pandemics, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labour disturbance, or any other event similar to those enumerated above (a "Force Majeure Event"). In the event of any such excused delay, the time for performance of such obligations shall be extended for a period equal to the time lost by reason of the delay. A party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event, (a) provide written notice to the other party of the nature and extent of any such Force Majeure Event; and (b) use commercially reasonable efforts to remove any such causes and resume performance under this Agreement, or any ancillary agreements, addendums or materials, as applicable, as soon as reasonably practicable. Notwithstanding the foregoing, should the Force Majeure Event suffered by a party extend beyond a [two]-month period, the other party may then terminate this Agreement by written notice to the non-performing party, with the consequences of such termination as if this Agreement had been mutually terminated. Provided, however, any applications or SEVIS fees paid to AIFS shall not in any event be refundable."

And finally...

Understand that AIFS and its staff undertake at all times to treat applicants and enquirers with courtesy and respect. In return for this we require our applicants to always be courteous and polite to our staff and associates. You therefore agree that hostile or aggressive behaviour by applicants will result in immediate cancellation from the programme.

You understand that the American Institute for Foreign Study's Trainee Program is a designated J-1 Exchange Visitor Program sponsor through the US Department of State. As such it adheres to strict regulatory provisions with regard to the cultural exchange component, your placement and working conditions as well as safeguarding your health, safety and welfare. You may contact AIFS Responsible Officer Andrew Newberry by telephone toll-free within the US at 800.727.8233 Ext 5117 or direct at +1 203.399.5117 as well as by e-mail at anewberry@aifs.com. You may also reach the Department of State 24 Hour Summer Work Travel Helpline by telephone toll free within the US at 1.866.283.9090 and email at jvisas@state.gov. For more information on the Exchange Visitor Program please visit: <https://j1.visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>

You agree that any dispute with the American Institute of Foreign Study/AIFS that is not settled informally will be submitted to binding arbitration. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator will be final.

By accepting these Terms and Conditions you understand that you are giving up your right to have any claim against the American Institute for Foreign Study / AIFS decided in Court before a judge or jury. By accepting the terms of this agreement, the US Federal Arbitration Act governs the interpretation and enforcement of the agreement. You and AIFS as well as the American Institute of Foreign Study Inc, are each waiving the right to a trial by jury or to participate in a class action.

You understand that the law of the State of Connecticut should apply to the Agreement between us and you agree to submit to the jurisdiction of the Connecticut Courts.

A COPY OF ALL TERMS AND CONDITIONS AND PRIVACY POLICY IS AVAILABLE VIA trainee@aifs.com