

In applying for any of the Australians Abroad programs the applicants acknowledges and agrees to the following Terms and Conditions:

### 1. Standards of Conduct for Participants in Australians Abroad's Programs

- 1.1. Participants are required to comply with Australians Abroad's rules and regulations as well as those of the host companies and partner organisations or institutions.
  - 1.1.1. Participants are expected to show respect for the host country customs and regulations, to show maturity and reasonable behaviour in public and private.
  - 1.1.2. Australians Abroad has a 'zero tolerance' drug policy. The use of drugs or prohibited chemical substances will not be tolerated under any circumstances.
  - 1.1.3. No participant should attempt to smuggle or purchase or use any offensive weapons during their stay in the host country.
  - 1.1.4. While in the host country, participants are subject to the host country laws. It is the responsibility of each participant to know and comply with the host country laws.
  - 1.1.5. It is the responsibility of all participants to have the valid and necessary travel documents for travel overseas.
  - 1.1.6. Participants must assume responsibility and potential liability in all matters, in particular in matters of compliance with regulations concerning the consumption of alcoholic beverages; and further, to help prevent any abuse or excesses stemming from the use of alcoholic beverages.
- 1.2. It is understood and agreed that should a participant elect to remain overseas at the location of the Programs or elsewhere after participation in the Programs, Australians Abroad and hosting institutions/organizations will cease to act as sponsors of the participant.
- 1.3. Australians Abroad reserves the right to dismiss from the Programs any participant whose conduct or continued presence interferes with or threatens to interfere with the rights or well-being of the participant, the community of the host institutions and organizations, or any other persons.
- 1.4. Any additional transportation expenses incurred as a result of early departure are the responsibility of the participant. Any participant thus dismissed immediately ceases to be a participant in the Programs he or she was previously enrolled in and loses all benefits and forfeits any academic credit and any fees paid.
- 1.5. Australians Abroad has the right to refuse or suspend any services in the overseas destination country to a candidate or program participant if the full program fee payment is not received before the program start date.
- 1.6. Participants (and parents, guardians or next of kin, if applicable) agree to discharge all indebtedness or obligations to Australians Abroad before the conclusion of the Program, or at any other specified date according to any other written and signed arrangements made with Australians Abroad and hosting institutions/organisations on an individual basis.

## 2. Terms and Conditions for the Internship Placement

- 2.1. Candidates understand that most Internship Placements are unpaid training positions, except where expressly stated in the program information and confirmed in the letter of confirmation.
- 2.2. Candidates must be available to attend all interviews, including telephone interviews, at the pre-arranged time that have been organised by Australians Abroad in the process of arranging the internship or otherwise.
- 2.3. Where Australians Abroad has provided the candidate with a placement in one out of his/her internship preferences as indicated and signed by the candidate on their application form, and the internship has commenced, any request to change to another internship field or industry will not be approved.
- 2.4. Interns are not permitted to take holidays during their internship. Special requests for holidays must be submitted to Australians Abroad before internship commencement, and there is no guarantee that requests will be approved.
- 2.5. Cancellation by Host Organisation
  - 2.5.1. Fault of Intern  
If the Host Organisation cancels the internship prior to the internship completion date due to or alleging fault by the intern, the internship will be deemed completed and Australians Abroad will be entitled to retain all monies paid to it by the intern.
  - 2.5.2. No Fault of Intern  
If the internship is cancelled by the Host Organisation prior to the internship termination date in any circumstance excepting clause 2.5.1, Australians Abroad will use its best endeavours to find a substitute internship subject to the agreement of the intern to the substituted arrangements, and if applicable, subject to partner institution or organisation procedures.
- 2.6. Invalid Reasons for Rejecting or Cancelling an Internship

Applicants are not allowed to reject a placement offer made by Australians Abroad or leave their placement after starting for any of the following reasons:

- a. Size of company.
- b. Number of employees at the company.
- c. Commuting distance to the company from accommodation.
- d. International profile of the company.
- e. Change of preferences after application.
- f. Changes in internship hours.
- g. Personal issues/relationships with other staff members and the internship supervisor.
- h. Level of supervision offered. Each company has differing Training and Supervision policies which it adheres to.
- i. Level of responsibility and tasks allocated. This is ultimately determined by the Host Organisation and is dependent on the qualifications/experience and performance of the applicant.

### 3. Insurance Coverage

- 3.1. Australians Abroad requires that all participants be covered by appropriate medical insurance and that all participants be financially responsible for such expenses.
- 3.2. Participants agree to provide Australians Abroad with information regarding their insurance coverage and how that insurance coverage applies abroad, including a copy of the policy and policy number for information purposes only. Participants are recommended to insure their personal property from loss of theft.
- 3.3. Participants understand that all medical treatment is solely at their expense.

### 4. Refund and Cancellation Policy in accordance with the Terms & Conditions of the Program Selected

#### 4.1. Refund of Application Fee:

The application fee is non-refundable.

#### 4.2. Refund of Final Payment BEFORE Designated Program/Service Start Date:

If a participant wishes to withdraw program or service for any reason he/she will be refunded all recoverable costs. A withdrawal fee may be charged.

#### 4.3. Refund of Final Payment AFTER Designated Program/Service Start Date:

If a participant wishes to withdraw or not take part in the whole program, a program element or service after the commencement date for any reason, he/she will NOT be eligible for any refund.

- a. If an applicant or participant cancels out of a program, he or she must notify the Australians Abroad in writing.
- b. The applicant agrees to pay for all costs arising out of any voluntary or involuntary withdrawal from the Program prior to its completion for whatever reason, including withdrawal caused by illness or disciplinary action.
- c. Once formally accepted into the program, any financial obligations or deposits made by Australians Abroad, on behalf of or for the benefit of the participant, will be the responsibility of the participant if they voluntarily or involuntarily withdrew from the program.

I \_\_\_\_\_ acknowledge that I have read and understood the terms and conditions of the Australians Abroad Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_