

Program Terms & Conditions

1. **Payment:** The *Work USA Old School* program fee deposit (\$150) is payable when you submit your application. The program balance (\$700) is due within 7 days of your program interview (prior to your DS-2019 being requested). Applications lodged after October 1 2011 must include the full program payment upon application.
2. **Applications:** Your application will be accepted for review once you have completed the online application form, submitted the signed Program Agreement form, submitted the completed proof of student status form and payment. It is your responsibility to notify IEP immediately of any changes to your program application. I understand any changes may affect my program eligibility.
3. **Closing date:** Applications must be received by 14 October 2011.
4. **Please photocopy everything:** Neither the program sponsors nor IEP accept liability for any loss or damage to documents, including passports, in connection with any applications. You should take copies of everything, therefore, before sending them to IEP.
5. **Insurance:** Insurance coverage is mandatory for all *Work USA Old School* participants under US Government visa regulations. Three (3) months basic medical travel insurance is included in your program fee. If your trip duration is greater than 3 months you are required to purchase IEP travel insurance for the full duration of your stay in the US (including pre and post program travel). You will be unable to attend a US Consulate interview until the complete insurance application form and any additional payment (if required) is received by IEP. *If you allow your insurance to lapse, you are automatically 'out of status' and your J1 visa is void. If you have an existing comprehensive travel insurance policy you wish to use as a participant in the Work USA Old School program, the policy certificate and full policy Product Disclosure Statement (PDS) must be submitted to IEP for review. If approved, an administration and tracking fee of \$100 is payable to IEP.*
6. **Flights:** It is a program requirement that all *Work USA Old School* participants book their flights through IEP's travel provider, STA Travel. If you have already booked flights before joining the *Work USA Old School* program, please advise the IEP Melbourne office immediately. Under special circumstances IEP may approve an alternative travel provider. Any such requests must be submitted to IEP prior to booking and will be subject to a \$50 administration and tracking fee.
7. **Pre departure Sessions:** All first time participants are required to attend a pre departure session in Australia.
8. **Visas & US entry:**
 - IEP cannot guarantee the issuance of a visa.
 - IEP will provide you with the DS-2019 visa application form issued by the program sponsor, International Exchange of North America (IENA). You will process your DS-2019 application at the designated US Consulate (Melbourne, Perth or Sydney) to obtain your J1 visa. You are required to attend a personal interview at the Consulate, at your own expense.
 - The form DS-2019 will not be issued until the *Work USA Old School* program deposit and balance (\$700) has been received.
 - You agree to pay an additional fee of \$US100 (plus applicable courier fees) to re-issue the DS-2019 due to any inaccurate information you provide or any changes you request.
 - You are responsible for paying all US Consulate visa processing fees.
 - The US Consulate has the authority to issue or deny any visa application. Even after you have been issued a visa, the final decision in all cases rests with the immigration officer at the US point of entry.
 - US Government visa fees are non-refundable if a visa is refused.
 - If you are denied a visa by the US Consulate for any reason, the standard cancellation conditions will apply (see below).
9. **SEVIS:** It is a program requirement that you validate your employment and accommodation details within 10 days of arriving in the US for SEVIS purposes. You will be given extensive information on how to do this prior to your departure from Australia. If you fail to validate your details as instructed, your visa will automatically be cancelled.
10. **Program Participation:** By participating in an IEP program you must abide by the terms and conditions set by IEP's relevant overseas partner organisations. IEP reserves the right to deny participation in the *Work USA Old School* program to any applicant if it is deemed to be in the best interests of the program. Any question on this issue will be referred to the program sponsor, whose decision is final.

CANCELLATION POLICY

1. IEP reserves the right to cancel applications if any of the eligibility and program conditions are not met in full. You will be notified of any cancellation in writing.
2. If you decide to cancel, you must submit your cancellation to IEP in writing and this will be effective from the date received by IEP. Cancellations will be accepted by letter, fax or verified email only.
3. Cancellations received will reflect the progress of your application. (a) Cancellations received before interview will receive a refund of the program deposit minus a \$50 administration fee. (b) Cancellations received after interview will not receive a refund of the program deposit (\$150).
4. Cancellations received after the request for the DS-2019 has been lodged (or after 1 October 2011) will not be eligible for a refund. If you withdraw from the program after receiving a DS-2019 form you must immediately return this form to IEP together with your written cancellation. IEP will then return the DS-2019 to the program sponsor.
5. Refunds of add-ons and the components of the programs which are provided by suppliers other than IEP (airfares, travel insurance, airport transfers, accommodation, visas etc) will be at the discretion of the relevant suppliers and subject to the conditions set by those suppliers.
6. All Credit and Credit Debit Card transaction surcharges are non refundable.

Declaration

I have read and understood all the program conditions and eligibility requirements, and to the best of my knowledge I am eligible for the relevant visa and program for which I am applying. I further declare that all the statements I have made in my application are true. I recognise that any false declaration on my part may result in consequential expenditure. I agree to abide by all applicable government visa and passport rules and the program rules of IEP and the relevant overseas partner organisation.

Name _____

Signature _____ Date _____

**Please retain a copy of the program agreement for your reference.
If you have any questions please call 1300 300 912**

PERSONAL DETAILS

Name (as in passport) _____

Address _____

Suburb/Town _____

State _____

Postcode _____

Phone Number _____

Mobile Number _____

Email _____

Program Deposit - \$150

\$ _____

Program Balance - \$700

\$ _____

Insurance Excess buyout - \$25** (optional)

\$ _____

**The \$100 excess payment per claim can be removed by paying this additional premium.

TOTAL \$ _____

*Application lodged after 1 October 2011 must include the full program fee of \$850
Prices are correct as of 18 May 2011 and are subject to change without notice*

PAYMENT DETAILS

Please find enclosed my Cheque/Money Order Made payable to International Exchange Programs Pty Ltd

Please debit my:

Visa MasterCard

*Credit and Credit Debit Card transactions incur a 2% surcharge

Card No. _____

Expiry Date _____

Cardholder Name _____

Signature _____

Direct deposit:

BSB: 013 040

ACC: 9001 86242 - International Exchange Programs Pty Ltd

Ref: WUSA: Your Surname & Initial

Please email bank receipt to info@iep.org.au so that your transaction can be identified.

Please submit your completed Program Agreement and Student Status form (page 2) to IEP by post, fax or email.

Post:
IEP Work USA Old School
PO Box 13278
Law Courts Post Office
Melbourne VIC 8010

Email: info@iep.org.au
Fax: 03 9329 1592

Please retain a copy of the Program Agreement for your reference.

If you have any questions please call 1300 300 912



Work USA Old School Program Agreement 2011

WORK USA OLD SCHOOL 2011

STUDENT STATUS

This form must be signed and stamped by your tertiary register or student administration officer and submitted with your Program Agreement.

Name of University or TAFE: _____

Student Name: _____

Student ID Number: _____

Course enrolled in 2011: _____

Student Status: (please tick)

Full Time

Other (please specify): _____

Course Start Date: ____/____/____ Course End Date ____/____/____

What year of study are you in (please circle): 1 2 3 4 5

I hereby verify that the above mentioned applicant is enrolled as a full time tertiary student in 2011 in the course shown above.

Official University or TAFE Stamp

Staff member name: _____

Signature: _____

Telephone: _____

Position/department: _____

Date: _____

Please keep a copy of this form for your reference and to take to your consulate appointment. Please note the US Consulate may also require an Academic Transcript and/or Student Card as further proof of your student status.

Please submit this form with your completed Program Agreement form to IEP by post, fax or email:

IEP Work USA Old School
PO Box 13278
Law Courts Post Office
Melbourne VIC 8010
Email: info@iep.org.au
Fax: 03 9329 1592

If you have any questions, please contact IEP on 1300 300 912 or 03 9329 3866.