



Summer Camp USA 2012

Program Agreement Form

First Time Applicant

First Time Participant - Program Conditions

A. Program Costs

1. The program fee is \$AUD495. An \$AUD195 deposit is payable when I submit my application. The balance of \$AUD300 is payable within 7 days of IEP notifying me of my placement or by 1 May 2012, whichever is sooner. Applications received on/after 1 May 2012 will require full payment of \$AUD495 at time of application.
2. I understand that insurance coverage is mandatory for all participants under the US Government visa regulations and that IEP travel insurance is a compulsory component of the program. I understand that 3 months insurance cover (Plan A Comprehensive) is included in the program. I agree to purchase additional IEP insurance to cover the entire time I am in the US. If I have an existing comprehensive travel insurance policy I wish to use as a participant in the *Summer Camp USA* program, I understand the policy certificate and full policy Product Disclosure Statement (PDS) must be submitted to IEP for review. I agree that if approved an administrative fee of \$AUD100 is payable to IEP (and there is no discount on the program fee).
3. I understand that in order to travel to the United States, I will need a valid passport and I agree to obtain one at my own expense, and to provide IEP with a copy. I also understand that my flights must be booked through STA Travel. Any alternate travel bookings must be approved by IEP and will incur an \$AUD50 administration and tracking fee.
4. In order to work legally as a camp counsellor in the United States, I must process my DS-2019 visa application at the designated US consulate in Australia (Melbourne, Sydney or Perth) once IEP has given it to me. I understand that I will have to attend a personal interview at a US consulate, at my own expense. The US government applies a separate charge for this process and I agree to pay this cost (approximately \$AUD257 plus the SEVIS fee of \$US35), and any additional or new fees which the US government imposes. Further, I understand that US government fees are non-refundable even if my visa is denied by the US consulate.
5. I understand that I must, at my own expense, obtain a Federal police background check. This must be provided to IEP before my application can be deemed complete.
6. If required by my camp, I agree to undergo a medical exam at my own expense and to provide the results of that exam to the camp.
7. If I agree to obtain qualifications (e.g. AUSTSWIM, Bronze Medallion, CPR, etc.) as a condition of my camp contract, I agree to complete the relevant course/s before my scheduled program departure from Australia and at my own expense (unless otherwise agreed with the camp).
8. I understand that attendance at, and full participation in, a pre-departure orientation is a US government requirement and I agree to attend one of IEP's scheduled sessions. Travel to and from this orientation will be at my own expense. I understand that my failure to attend a scheduled session will result in an \$AUD50 re-scheduling fee and may result in cancellation of my visa.
9. The sum of \$US985 is due to BUNAC to cover the IEP and BUNAC costs of recruiting and placing me at camp, visa processing, US arrival and summer administration and support. *This sum will normally be paid directly to BUNAC by the camp.* (see section D)
10. I am responsible for the cost of my round-trip airfare to the United States and to the specific airport required by the camp or IEP/BUNAC (see section C).
11. All costs listed are subject to change without notice.

B. Cancellation Policy

1. IEP reserves the right to cancel my application if any of the eligibility and program conditions are not met in full. I will be notified of any cancellation in writing.
2. If at any time prior to or during my interview, IEP cancels my application due to unsuitability for the program, I will be eligible for a full refund of my \$AUD195 deposit.
3. If I decide to cancel, I must submit my 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.
4. If I cancel, any refund will reflect my progress in the application process: (a) If I cancel before I have been interviewed, I will receive a refund of my program deposit minus a \$AUD45 administrative fee. (b) If I cancel after I have been interviewed, there will be no refund of the program fee deposit (\$AUD195), except in the case of serious illness (doctor's verification required) or death of an immediate family member. Any refund will be issued directly to the participant.

5. If I am not placed at a camp by 31 May 2012, I may cancel from the program and receive a full refund. If I have opted to wait beyond 31 May 2012 for a placement, this cancellation condition will extend to the new deadline.
6. If I cancel for any reason after placement, my DS2019 visa application form must be returned to IEP and there is no refund on the program fee.
7. Refunds of the components of the *Summer Camp USA* program which are provided by suppliers other than IEP, including visas, airfares, police checks, and insurance, will be at the discretion of the relevant suppliers and subject to the conditions set by the suppliers.

C. Departure from Australia and Travel to Camp

1. I understand that IEP will provide my contact and camp placement details to their travel provider (STA Travel) so they can assist with my travel to camp.
2. I understand and agree that I may not depart from Australia as a program participant unless and until I have:
Obtained an Australian Federal Police Check (Form attached to this Program Agreement Form)
Received a camp placement.
Paid all my outstanding program monies to IEP.
Signed and returned any camp contract.
Booked my return flight through IEP's Travel Provider, STA Travel to arrive at the designated US city on the date and time as specified by IEP.
Provided IEP with a copy of my final travel itinerary to and from the United States.
Received my travel insurance policy issued by IEP.
Processed my J-1 visa at a US Consulate, and provided IEP with a copy of my visa.
Attended a pre-departure orientation.
3. If my camp asks me to travel onwards to camp from the specified arrival airport, the camp will either arrange the necessary travel directly or reimburse me for the agreed costs on arrival at camp.
4. If I am not travelling directly to camp or to an agreed destination other than New York, I agree to travel to New York on the date confirmed by IEP/BUNAC who will in addition advise me of any subsequent travel details at the camp's expense (either directly or through reimbursement).
5. I understand that my contract with camp will require me to arrive at a place and time nominated by the camp and that I will therefore **not** be able to travel standby, or on a frequent flyer ticket, or to travel via an indirect route.
6. I acknowledge that IEP does not allow pre-camp travel and accept that any travel plans made prior to being placed at a camp may jeopardise the likelihood that I will be placed during the 2012 season.

D. Salary and Agency Fee

1. I understand that upon satisfactory completion of my camp contract, my gross salary will be \$US1950 if I am 21 or over or \$US1775 if I am under 21. I further understand that *the camp* will pay a fee of \$US985 direct to BUNAC to cover the IEP and BUNAC costs of recruiting and placing me at the camp, visa processing, US arrival and summer administration and support.
2. If for any reason I fail to complete my camp contract, I will incur a financial penalty and I will become responsible for payment to BUNAC, on demand, of any balance of the BUNAC fee, which will be pro-rated according to the number of days I have worked at camp. I understand that (a) my gross salary will be pro-rated according to the time I have worked at camp, and that (b) I will receive any balance of that pro-rated amount after the deduction of the balance of the BUNAC fee and any salary I have already received. I understand that, depending on how much of my contract I have completed, this may result in me owing money to BUNAC. I further understand that, if I fail to arrive at camp on the agreed date, I will be liable for payment to BUNAC, on demand, of the full BUNAC fee of \$US985.

E. Personal Responsibility Statement and Indemnity

1. I agree to conduct myself ethically at all times while in North America as a participant on the *Summer Camp USA 2012* program before, during and after my time at camp. I agree to abide by the terms of the Exchange Visitor Program J-1 visa. I agree to accept full financial responsibility for any personal expenses as well as any expenses incurred by the camp, BUNAC, IEP or any other party as a result of any action or inaction on my part, including but not limited to breach of this agreement, breach of any camp rule or policy, misbehaviour or illegal act.

F. Declaration

I hereby confirm that I have read and understood the *Summer Camp USA 2012* (SCUSA) program information. I understand and accept that any placement that is arranged for me is subject to my providing a satisfactory federal police background check, acceptance by the program sponsor, and the issuance of a J-1 visa by the US Government. In addition, I understand and agree that if my application is accepted and I am then placed at a camp, I will (a) enter into an employment contract with the camp, (b) abide by, and be bound by, the camp's rules and staff policies, (c) to the best of my abilities fulfil the terms of both the spirit and the letter of the camp's contract and policies, and (d) to the best of my abilities fulfil the terms of the Exchange Visitor Program J-1 visa.

I certify that my *Summer Camp USA 2012* application form and attachments are a true reflection of my personality, maturity, skills, qualifications and experience and that I have not omitted any facts that would be relevant to my suitability to live and work with children as a role model and counsellor. I agree to notify IEP immediately if circumstances alter between now and June 2012 in such a way as to alter any of my answers on the application form. I understand that the J-1 visa is a short-term visa and that I am only permitted to remain in the United States until the date specified by IEP/BUNAC. I have no intention of remaining in the United States beyond that date. I have read this Agreement in full and understand it. I agree to the Program Conditions set out above. Further, I agree that any dispute arising from this Agreement will be adjudicated under Australian law and in Australia.

Signature _____ Date _____

Personal Details

Name (as in passport) _____

Address _____

Suburb/Town _____ State _____ Postcode _____

Phone Number _____

Mobile Number _____

Email _____

Program Fee full payment – \$495 \$ _____

Program Deposit – \$195 \$ _____

AFP Check - \$49 (please see Page 3) \$ _____

TOTAL \$ _____

Prices are correct at 14 December 2011 and are subject to change without notice.

Full Program Fee payment of \$495 is due at time of application if applying on/after 1 May 2011

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

Please debit my:
 Visa MasterCard
 *Credit/Debit card transactions incur a 2% surcharge

Card No. _____ / _____ / _____

Expiry date _____ / _____

Cardholder Name _____

Signature _____

I authorise IEP to charge the balance of my program fee to my credit card after I have been notified of my placement.

Direct deposit:
Please email bank receipt to summercampusa@iep.org.au

BSB: 013 040
ACC: 9001 86242 - International Exchange Programs Pty Ltd
Ref: SCUSA: Your Surname & Initial

Please attach the signed Program Agreement for Summer Camp USA to the payment form and return to:

Mail: IEP Summer Camp USA
PO Box 13278
Law Courts Post Office
Melbourne VIC 8010

Fax: 03 9329 1592

Email: summercampusa@iep.org.au

Please retain a copy of the program agreement for your reference.

If you have any questions please call (03) 9329 3866

Checklist

Have you completed the following steps? (please tick)

- Completed your online application including uploading a passport style photo.
- Attached three (3) references (on the IEP reference form)
- Attached a copy of the information page of your passport (if you have one)
- Attached a current police record check from your home country, if you are not a resident of Australia.

Send to:

International Exchange Programs
PO Box 13278
Law Courts Post Office
Melbourne VIC 8010



Summer Camp USA 2012

Australian Federal Police (AFP) Check Application Form

It is a program requirement that all Summer Camp USA applicants hold a recent Australian Federal Police (AFP) check.

Please note IEP and Bunac will not be able to place you at a camp until you have completed the AFP application form, or supplied a recent AFP (dated after 1 January 2012).

If you have not already applied for an AFP, IEP can do so on your behalf.

To complete the AFP application through IEP, please follow these steps and complete the application form:

1. Download the AFP Application Form from http://www.iep.org.au/pdf/2012_AFP_Form.doc
2. Enter your answers using your computer keyboard, then print & sign the form
3. Attach a clear copy of your drivers licence and/or alternate photo ID (eg passport information page)
4. If there has been a change of name, both previous and current names must be included on the form (eg maiden, de facto, deed poll etc)
5. Signature – Please ensure you have entered all of your details correct and sign the form. Please note your signature must not be more than three months old when submitting the application
6. Payment is to be made to IEP with your program deposit. IEP will then lodge the application on your behalf
7. Some sections have been pre-filled, please do not make any changes to these details
8. If your computer will not allow you to fill the form out with your keyboard, you print and complete the application by hand. Please ensure that it is neat, legible and in BLOCK letters.

If you have any questions, please call (03) 9329 3866.