



# 2010 Work Experience USA Program Agreement - Slovenia

CCUSA ID #

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This agreement is between CCUSA GmbH, (CCUSA)  
and

\_\_\_\_\_ (print name) you, a CCUSA participant

## Fees

1. An application payment of €200 must be paid when you submit your application form to CCUSA.
2. Depending upon which program option you choose, you will be required to make one of the below payments within 15 days of acceptance.
  - a. Independent Option €260
  - b. Independent Returnee Option €240
  - c. Placement Option €450
3. The following payments are due no later than 30 days after acceptance to the program.
  - a. Insurance 3 months of basic insurance coverage are included in the program fees. For additional months, the costs are:  
Basic Insurance €85 per month; Premium Insurance €95 per month. Weekly increments are €40.  
To upgrade the included Basic Insurance to Premium is €10 per month.
4. If you apply after 16 April 2010 (independent option only) you will be charged a late application fee of €75.

## Refund Policy

1. The application payment is non refundable, except if the CCUSA country office or the CCUSA head office does not accept you on the program.
2. The acceptance payment will not be refunded if you cancel from the CCUSA program after acceptance or do not use your DS2019 form within the required time frame. In the case of serious illness or death of you, a parent or sibling (doctor's written verification certificate required), all fees except for the application payment will be refunded. All cancellations must be submitted in writing within 10 days before a refund can be issued. No refunds will be made for pre-existing conditions.
3. If you cancel for any reason, the DS2019 form must be returned to CCUSA before any refunds can be issued.
4. In the event, the U.S. government rejects your visa application, only the acceptance fee is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of residence or in the country that issued your passport. The U.S. government requires additional documentation if you apply for your visa outside your home country. CCUSA cannot be held responsible for visa rejections.
5. All program fees will be refunded to Placement Option participants not placed by 15 June 2010. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
6. No refund of the Placement fee is given if you change from the Placement Option to the Independent option.
7. In case of cancellation for any reason, CCUSA is not responsible for any other expenses incurred by the participant (e.g. U.S. consulate visa fees, transportation costs or penalties, etc).
8. Once you travel to the US and/or start your CCUSA program, there is no refund of any program fees, regardless of the reason why you cannot or choose not to continue your program.

## Acceptance and Student Status

1. You must be at least 18 years of age and not older than 29 years of age by 15 May 2010 and submit with your application "proof of tertiary full-time status" which includes the dates of the university summer holiday break and your estimated graduation date. Unless you are in your final year and graduating, you must also be registered for a full time course load for the semester following your Work Experience program. Graduating students are also only eligible to work during their University's official summer break, and must submit evidence of their specific graduation date. The program is not open to participants with US citizenship, passport or alien residency, nor to those engaged or married to a US citizen.
2. CCUSA will conduct an interview to help you better understand the program and to assess your skills and experience. The CCUSA U.S. office decides final acceptance to the program.
3. Any false, misleading or withheld information on your application or inappropriate behavior during your interview, prior to departure for the USA or during your participation on the CCUSA program is grounds for immediate cancellation of your application or from the program without refund. You are required to inform CCUSA of changes in any information in your initial application, including but not limited to: health conditions, student status, availability dates. Failure to do so may result in immediate cancellation from the program without refund.

## PROGRAM OPTIONS

CCUSA offers two different program options.

### I. Independent Option

1. The Independent Option is for participants who wish to find their own job. Visa regulations or program rules dictate that you cannot work as a camp counselor, employee in a US domestic household (maid, nanny, etc), in door to door sales that require you to invest your own money in inventory, in jobs that requiring licensing under US laws (such as in the medical profession, lawyers), adult entertainment industry jobs, as a crew member on ships or airplanes or as an airplane pilot.
2. U.S. government regulations require that 50% of all participants have a Job Offer before traveling to the US. Additionally, CCUSA STRONGLY recommends that you locate your job in the US before traveling to the US. All independent participants have access to the CCUSA Independent Job Hunt site. If you accept a job offer through this site, you must go to the employer listed on your job offer. Failure to do so can result in the cancellation of your visa. CCUSA strongly discourages the purchase of job offers from third parties and takes NO responsibility for any fraudulent job offers obtained through third parties.
3. If you have a job offer prior to your departure for the US, you must provide CCUSA with a CCUSA Independent Job Offer form completed and signed by your USA employer before you are scheduled to travel to the US. Should you decide not to go to the employer listed on your job offer form, you must notify CCUSA and the employer PRIOR to your departure.
4. If you do not find a job before your departure for the US, you will be required to provide a Proof of Funds form to CCUSA, showing that you have access to at least US\$1500 while in the USA. While in the US, you must keep CCUSA informed about your job search efforts through email communication or calling the CCUSA toll-free number. You must locate a job and provide the employer information, including an Independent Job offer form no later than 45 days after arrival in the US. If you have not located a job within 45 days, CCUSA will end your visa and your 30-day grace period will start. CCUSA will remind you of these conditions by email; failure on your part to access your email during this time does not absolve you of this responsibility.

### II. Placement Option (available only to those able to work at least 10 weeks and up to 4 months)

1. The Placement Option is for those whose completed application is in the CCUSA US office by 16 April 2010. Our primary consideration will be to find a job suited to your skills and English language abilities.
2. You must be willing to commit to one employer for the dates and conditions on the Job offer. If you sign a Contract Job Offer, your visa can be terminated if you do not.
3. A job offer can occur any time after acceptance and up to 15 June 2010. Since employers make all final hiring decisions, a job offer is not guaranteed. The earlier you apply, the greater your chance of receiving an offer.
4. CCUSA will inform you of your job offer, including the date you are required to report to work. You must return a signed copy of this job offer within 14 days of receiving it (after 1 May 2010 it must be returned within 7 days) or the job offer will be rescinded and you will be changed to the independent option without a refund in fees.
5. CCUSA cannot guarantee that the Placement Job Offer will not be rescinded between the time it is offered and your arrival in the USA. If an employer rescinds the job offer, CCUSA will endeavor to replace you. If you refuse the re-placement, no refund of any program fees will be given. We cannot guarantee that the position or location will be the same as the original placement so any additional costs for transportation to this new employer will be your responsibility. If we are unable to replace you, your program fees will be refunded.
6. CCUSA cannot guarantee the conditions of the job offer will not change. The number of work hours and the position may change due to business conditions at the time of your arrival.

## Insurance and Visa

1. CCUSA's travel insurance policy is compulsory for the dates on the DS2019 form. Three months of the basic insurance is included in your program fees. If you DS2019 dates exceed 3 months, you will be required to pay for the additional insurance coverage. For coverage during any travel time before or after the dates on your DS2019 form, you must extend your insurance coverage. The U.S. government requires that you have coverage for the full duration of your time in the USA from the date you enter the US to the ending date on your DS2019 form. If you elect to stay in the US for any part of the 30 day grace period you must have insurance coverage for this time.
2. The insurance policy includes: accident, sickness and medical evacuation coverage. Insurance does not cover pre-existing conditions or car insurance. In the case of an accident or illness it is your responsibility to submit a claim form with all original documentation and follow the procedures set out by the insurance company. CCUSA is not the insurance company. All claims, processing, and queries are between you and the insurance company. Please see insurance documents for full details of the coverage.
3. Your DS2019 form will be issued once you have paid all program fees and confirmed your personal information through your CCUSA Footprints account. If there are changes to your personal information or the dates of your program after the DS2019 is issued, there is a €50 fee to reissue a new form. When SEVIS II is launched, you will be required to open and confirm your personal information in an IIN account. Any changes to your personal information after your DS2019 is issued will need to be done through your IIN account as CCUSA will not have access to this information. Should you need to change the dates on your DS2019 form after it is issued, there is a €50 fee.
4. Your visa dates will be a combination of your university summer holiday dates and your own availability. No DS2019 forms will exceed the total length of the university break dates.
5. The J-1 visa permits you to enter the U.S. and legally work for the dates listed. You must enter the U.S. within 30 days of the start date on your form. Failure to do this will result in the cancellation of your visa as the DS2019 form does have an expiration date. If you know you are not going to be able to travel to the US within 20 days after your DS2019 start date, it is



YOUR responsibility to request a change in your program dates. There is a charge of €50 to change the dates on your DS2019 form. The summer work/travel visa is valid for a maximum of 4 months (or the length of your university break dates whichever is shorter) and cannot be extended under any circumstances.

6. The U.S. consulate charges fees for the processing of the J-1 visa. A fee of US\$35 for the SEVIS system must be paid prior to your interview with the U.S. Embassy or consulate. Your CCUSA office will have up to date information about all fees and payment procedures.

#### **Orientation and Travel**

1. CCUSA provides a mandatory Orientation meeting in your country to give detailed information about the J-1 visa, program rules and life in the United States. U.S. government regulations require that you attend this orientation. Failure to do so can result in the cancellation of your program without refund.
2. CCUSA Slovenia/STA Ljubljana will book your return travel as soon as you are accepted to the program. You must pay for your own flight to the USA to STA Ljubljana.
3. You are responsible for all travel costs within the USA, including to and from your place of employment.

#### **Social Security, Employment, Wages, Taxes and Housing**

1. In order to work in the USA, you must apply for and be issued a Social Security card. You can only apply for this card once you have arrived in the USA. You must apply for your Social Security card at a Social Security office, using the instructions given to you at the orientation session in your country. The Social Security Administration recommends that you NOT apply until you have been in the US for at least 10 days. The Social Security Administration is a U.S. government agency and therefore, not in the control of CCUSA. CCUSA is not responsible for the length of time it may take to get your Social Security number or card and cannot be held responsible for any costs incurred by you due to delays in receiving the number or card. The Social Security Administration is not authorized to issue a card to any participant whose visa had not been validated in the Department of Homeland Security's SAVE database. To help avoid problems with your Social Security card processing, you are recommended to validate your visa as soon as you arrive in the US but no later than one week after arrival. Due to U.S. security and privacy laws, CCUSA is not allowed to apply for or inquire as to the status of your Social Security card.
2. Many employers will not hire or pay workers who do not have a Social Security number. If an employer does not hire or pay without a Social Security card, you MUST have sufficient funds to support yourself during this time.
3. CCUSA does NOT recommend that you put the CCUSA address on your Social Security card application. If you do, we will charge US\$25 to send your Social Security card to you via a courier service. You will need to provide CCUSA with a Credit Card authorization for this payment before the card will be sent.
4. It is a requirement of your visa that you are employed while on the program in the USA. Failure to obtain and maintain employment during the dates of your visa can result in the early ending of your visa. Independent participants can withdraw from the program prior to the end of the visa without adversely affecting status with the U.S. government as long as CCUSA is informed of the date of your withdrawal. Placement and Contract Placement participants MUST fulfill the terms of the job offer and should refer to the signed Job Offer form for details.
5. Your payment while in the USA will usually be at least the minimum wage as set by the U.S. Department of Labor. Working and salary conditions will be determined by the employer at the time of hire and may differ from those on the CCUSA Participant Job Information sheet. Employers do not guarantee a specific number of hours of work per week. You must come with sufficient money to cover all of your expenses in the USA until you begin earning a wage. We suggest from \$900 to \$1500. (This does not include the cost of travel to your employer.)
6. You must comply with your U.S. employer's rules and policies, including but not limited to rules and policies about such matters as personal grooming and drug testing.
7. The U.S. government requires that every person earning wages in the U.S. file a tax return for every year they are employed in the U.S. You will be required to file a return for 2010 as a CCUSA Work Travel participant. To assist you in complying with this requirement, you will need to complete the appropriate documents so that CCUSA's Tax Service can file tax returns on your behalf. This process will be explained during your CCUSA pre-departure orientation.
8. CCUSA does not arrange or provide you with housing. If an employer does offer housing, it is usually on a first come, first served basis. Regardless of who arranges the housing, you will be required to sign a lease and pay a deposit usually amounting to the first and last month's rent. CCUSA is not responsible for any problems you may encounter in finding housing.

#### **Program Rules, Visa Validation and Termination Grounds**

1. As a CCUSA participant, you are required to follow all the CCUSA Work Experience program rules as outlined in the online CCUSA International Staff Handbook.
2. You will be required to regularly access our member's website, Footprints, to provide information we require, get up-to-date information about your program and receive important program announcements and alerts. To further facilitate your communication with CCUSA while on the program, you must provide CCUSA with an up-to-date WORKING e-mail address that you access at least on a weekly basis from the time you apply and throughout your program in the USA. CCUSA will not be held responsible for any problems arising from your not checking your Footprint account and e-mail regularly or not keeping CCUSA updated about changes to your e-mail address. If you use a university or school email account, you will be required to set up a personal account prior to your departure to the USA.
3. U.S. government regulations require that all participants on a J-1 program keep their program sponsors informed of their whereabouts and program activities while in the USA. You go to Footprints (<http://footprints.ccusa.com>) when you arrive at your work destination and provide the exact details of your physical living address in the USA and your employer details if you have a job. Failure to provide your physical address within at least 21 days of the start date on your DS2019 form (and not the date you enter the US) or within 10 days of any change in your employment or housing after this initial contact will result in the automatic cancellation of your J-1 visa in the SEVIS system. Cancellation status in the SEVIS system means that you are not able to remain in the USA or to return to the USA in the future.
4. All independent participants must always keep CCUSA fully informed of their employer details and provide a CCUSA Independent Job Offer form. Failure to do so can result in the ending of your visa and is a condition to maintain eligibility to return on the program.
5. All Placement participants are required to go to their employers by the start date on the Job Offer form. Participants who cannot do this MUST contact their employer and the local CCUSA office to obtain permission to change the start date. Failure to do this will result in the cancellation of your Job Offer form. You will be changed to the Independent option with no refund of fees. Should you instead decide to cancel your participation in the program, no refund of fees will be given.
6. Your participation in the CCUSA program can also be cancelled or terminated for the following reasons: conviction of a crime, engaging in unauthorized employment, failure to pursue program activities, failure to submit a change of current address and/or employment within 10 days, failure to maintain health insurance, violation of Exchange Visitor Program regulations or violation of CCUSA program rules, including failure to attend the mandatory Pre-departure Orientation meeting and leaving your US employer without following all CCUSA procedures (see below). Participants terminated from the program will have their visa terminated and are required to leave the US immediately.

#### **Changing Jobs**

1. Contract Option for Placement participants: You must go to your assigned employer. Failure to do so will result in the cancellation of your visa, no matter what the reason. Contract Placement participants must complete the dates on their Job Offer or risk cancellation from the program. Refer to your job offer for full details. If you encounter a situation at your employer, which makes it difficult for you to continue working there, you MUST contact CCUSA Work Experience in the US immediately. CCUSA will document all incidences of employer and participant misconduct, and use the US Federal and State Fair Labor Laws as a guideline for determining whether or not you are released from the agreed upon work dates. Participants who do not follow ALL of these steps will have their visas cancelled.
2. Non -contract Placement participants: You must go to your assigned employer. Failure to do so will result in the cancellation of your visa. You are also expected to work for the full dates on your job offer. If you do not, you are required to discuss your reasons for wishing to leave with CCUSA. If CCUSA approves, you will be required to work for at LEAST 2 weeks before you can give a two-week notice to your employer. (This means a minimum of 4 weeks of work at your assigned employer.)
3. If you are an Independent option participant who finds and accepts a job through CCUSA's Online Job Hunt website, you are required to go to that employer (unless you cancel the job offer with the employer and CCUSA PRIOR to your departure from your home country) and work for at least 2 weeks before giving a 2 week notice. Failure to do so will result in cancellation from the program. If you find your job elsewhere, you still should go to the employer on your job offer, unless you cancel prior to arrival in the US. If you decide to change jobs, you must give your employer 2 weeks notice and inform CCUSA of your plans. You must also notify CCUSA of any changes to your U.S. address or any plans to return to your home country early. You must also provide an Independent Job Offer form for every employer for whom you work.

My signature below confirms that I have read, understood and agree to abide by the rules, conditions and terms of the 2010 CCUSA Work Experience Program Agreement. I understand that I allow my name, address, email address and phone number to be forwarded to the preferred travel agent and/or to other participants placed at the same employer or traveling on the same flight. I allow photos taken of me at meetings, arrival sites, at my employer location and/or any CCUSA-related activity to be used for publicity purposes.

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

**Please make a copy of this for your own records, and return the signed original to your local CCUSA office.**

