



2012 Camp Counselors USA

Counselor Program Agreement – Slovenia

This agreement is between CCUSA Inc., (CCUSA) and

CCUSA ID #

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(print name) you, a CCUSA participant

Acceptance and Placement at a Camp

- To apply to the Camp Counselors USA program you will be required to pay Program Fees (all payments should be made out to CCUSA):

First Time Applicants:

- ✓ **1. Application Fee:** €250. This fee must be paid when you submit your online application form to CCUSA.
- ✓ **2. Acceptance Fee:** €500. The acceptance payment is due within 15 days of acceptance and before you attend your visa appointment at the U.S. Consulate. If full payment is not received within 15 days of acceptance, you will incur a non-refundable €50 surcharge.

Returnees:

All program fees are payable to CCUSA and must be paid when you submit your online application form to CCUSA.

- ✓ **Option 1:** A returnee program payment of €125 plus US\$245 and your camp pays nothing to CCUSA. You accept full responsibility for negotiating total Pocket Money with the camp.
- ✓ **Option 2:** A returnee program payment of €125 and your camp pays an administrative fee of US\$245 to CCUSA. You receive a minimum Pocket Money of US\$2,000.

Additions:

- ✓ All fees are due by March 1st, 2012 regardless of the date you applied or were accepted. If you are considered a Returnee your fees are due by March 15, 2012.
 - ✓ If your complete application is accepted by your local CCUSA office after the due date, you will incur a non-refundable €75 surcharge and the U.S. office reserves the right to cancel your application.
- Your application form and references are legal documents. 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 from the program without refund. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, availability dates, skills and contact details.
 - To apply to the program, you will be required to submit a completed application form, 3 CCUSA reference questionnaires 1 passport photo, all required fees and this signed Program Agreement. All materials submitted to CCUSA immediately become the property of CCUSA.
 - CCUSA will conduct an interview to help you better understand the program and to assess your skills and experience. The CCUSA head office in the US determines final program acceptance of applicants.
 - You may receive conditional acceptance on the program requiring you to attend the CCUSA Camp Fair in order to secure your placement. If you are accepted on this condition and do not attend the fair you will be cancelled without a refund of your application fee. If you attend the fair and are not hired, CCUSA reserves the right to cancel your application less a US\$25 Administration Fee.
 - Placement at a camp in the U.S. may occur any time after acceptance until June 30th, 2012, as most camp directors make their staffing decisions between October and June.
 - Your application, camp type choices, skills, experience and references will determine your placement at a camp by CCUSA. All placements are final. You will be notified of all the details of your camp placement, including your arrival and departure dates, travel instructions, and your contract dates via your online Footprints account. The dates indicated in your Placement Letter are considered your official contract and visa dates. Failure to complete your contract will result in penalties mentioned in Early Departures section, point 1.
 - CCUSA travel insurance coverage is included for three months with your fees. Your policy can be upgraded from economy to premium or extended prior to departure for the US. The cost to upgrade your insurance is €75 for 3 months. To extend your insurance before your departure to the US is €75 (for economy plan) and €95 (for premium plan) per month, or €35 (for economy plan) and €45 (for premium plan) per week (maximum 2-week increase at weekly rate). Once commenced, your policy must be extended prior to expiration (all extensions contingent upon insurance company's approval). Cost of extensions once in the USA is US\$95 (for economy plan) and US\$105 (for premium plan) per additional month or US\$40 (for economy plan) and US\$50 (for premium plan) per week (maximum 2-week increase at weekly rate). Specific terms of coverage available on your online Footprints account. U.S. Government J-1 visa regulations require insurance 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 the included three months of coverage does not cover the full length of your stay in the USA, you must extend the policy to cover the full travel period at your own cost prior to departure to the US. Standard insurance prices do not cover pre-existing medical conditions, dental, or auto insurance. In case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and/or follow the procedures set out by the insurance company. Neither CCUSA nor STA Ljubljana are the insurance company. All claims, processing, and queries are between you and the insurance company. You will receive a copy of the policy once you have been accepted to the program. Be sure to read all policy details via your Footprints account.
 - To participate on the CCUSA program, you must apply for a current criminal/police background check within 2 weeks of acceptance by the CCUSA head office. Any criminal history reflected in this background check could affect acceptance/placement opportunities and/or result in loss of placement. Once the background check has been processed, you must submit the report to CCUSA by April 30, 2012. U.S. summer camps require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination. If you are not a citizen or permanent resident of the country from which you are applying, you must also gain a criminal/police background check from your home country as well.
 - Your DS2019 visa application form will be issued once all payments to CCUSA are made and you have confirmed all your passport details through your Footprints account. If DS2019 is printed with incorrect information, or it is lost or damaged, the DS2019 form must be reprinted and you will be charged US\$50 for a new form. The DS2019 form allows you to apply for a J-1 exchange visitor visa from the local U.S. Consulate. U.S. Consulates require personal interviews. You must apply for and obtain your J-1 visa before departing your home country. If you



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have any criminal records or convictions you will be required to show your completed original background check at the time of the Consulate Interview. You cannot participate on the CCUSA program without a J-1 visa stamped into your passport. The U.S. Consulate charges a fee of US\$140 (subject to change). This fee is in addition to the program fees you pay to CCUSA. The U.S. Government also requires a US\$35 SEVIS fee (subject to change), which is paid by the camp for all placed participants on the program. The J-1 visa permits you to enter the U.S. and legally work for 9 - 11 weeks plus a 30 day grace period *following your work period* for travel only. Contact your local CCUSA office for more information on these procedures. The U.S. Consulate may charge a fee for booking your Consulate interview which will be passed onto you.

- If accepted, you must download the CCUSA Health History form to be completed and signed by your physician for you to take to camp. This must be completed per the instructions and submitted to CCUSA at least 4 weeks prior to departure for the U.S. Your camp also requires you to bring the original signed and completed form to camp. Failure to complete this form in your home country may result in your termination or you will be required to pay for a medical examination in the U.S (this exam is expensive and not covered by your travel insurance policy). Some camps require specific inoculations. If so, those requirements will be indicated in your Placement Letter found on your Footprints account.
- In order to facilitate your communication with CCUSA while on the program, you must check your Footprints account regularly and provide CCUSA with a current e-mail address that you will access at least weekly from the time of application through the time you complete your trip to the U.S. CCUSA will not be held responsible for problems arising from failure to check your e-mail regularly or notify CCUSA of changes to your e-mail address. If you use a university or school email account, you are required to create a personal web-based email account prior to your departure to the USA.
- If you or your parents are, have been, or are legally capable of becoming US passport holders or US Citizens (or you were born in the USA), you will not be eligible for the program (contact your local office for other program options).

Refund Policy

- The application fee is only refundable if you are not accepted to the program (less a €25 Administrative Fee).
- If you cancel prior to your acceptance to the program, you will be refunded 75% of the application fee (25% goes to administration and interviewing costs). The full acceptance fee, if already paid, will be refunded. Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
- The application and acceptance fees will not be refunded if you cancel from the CCUSA program after acceptance (unless canceling for reasons outlined in Point 5).
- Once accepted to the program, if you change any information on your application that CCUSA determines will adversely affect your placement possibilities, CCUSA reserves the right to withdraw your application from the program; in this case there is no refund of any fees. This includes information you post in your application documents as well as any information that you post on the internet.
- If you cancel due to life-threatening illness or a life-threatening illness or death of a parent or sibling (medical certificate required and approved by CCUSA), you will receive a refund of your Acceptance fee (less any flight cancellation fees). A written cancellation notification and the medical certificate documenting the illness must be received within 10 days of cancelling to qualify for a refund. No refunds will be made for pre-existing conditions.
- Fees incurred for obtaining your criminal background check, medical examination and visa processing are non-refundable.
- The US\$35 SEVIS fee, if paid at the time of your cancellation, will be deducted from any refund owed to you. If you are not owed a refund and the SEVIS fee has been paid, you will owe CCUSA US\$35 for the SEVIS fee.
- If you cancel from the program (for any reason) once you are placed and your international flight has been booked by CCUSA, you will be responsible for all flight cancellation fees as imposed by the airlines.
- If you are not placed by June 30th, 2012 you will be cancelled from the program. Upon the return of your DS2019 form to CCUSA you will receive a full refund of the fees paid to CCUSA (less a €25 Administrative Fee). In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
- In the event the U.S Government rejects your visa application in your home country, only 50% of your acceptance fee is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of citizenship. 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. No refund of fees will be issued if you apply outside your country of residence, or if your visa is rejected due to a criminal record. If you have not applied for your visa at least 15 days prior to your date of availability or if the U.S. Government does not issue your visa in time to arrive at camp by your start date listed on Footprints, your participation in the program will be cancelled and no refund will be given.
- Your DS2019 visa application form must be returned to CCUSA before any refunds can be issued.

Travel to Camp

Flight Option:

- You must arrange and pay for your own transportation to the designated CCUSA departure airport.
- Return international travel from the CCUSA designated airport to the U.S. is arranged and paid for by CCUSA.
- Your flight date is chosen by CCUSA to coincide with your camp's required start date. If you require CCUSA to change your international flight to the U.S. (due to issues such as, but not limited to exams, sickness, missing the flight or failure to obtain your J-1 visa in time), you will be responsible for all flight change costs.



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- You may be required to travel to the Meet & Greet site. If this is necessary you are responsible for local transportation, the cost of hostel accommodation, and meal costs during this time. Transfers from the U.S. arrival airport to the Meet & Greet is not included in your program fees. CCUSA will provide you with cost efficient transportation options and instructions.
- In conjunction with CCUSA, your camp arranges and pays for your one-way travel to camp from the Meet and Greet site or the international arrival point. You are responsible for all travel following camp, including the cost of returning to the airport from which your international flight departs.

Post Camp Travel

- You are responsible for travel costs after camp including transportation, meals and accommodation. This includes travel costs to your U.S. departure airport for your return flight home or onward international travel.

During the Summer

- The standard resident camp season is nine weeks (eleven weeks for day camps), and you must arrive at camp on the date listed on your Footprints account. Your pocket money will begin accruing on the first day of general staff training. Some camps exceed 9 or 11 weeks. In these cases, you will be required to work at camp until the assigned end date (camp contract takes precedence over the 9 to 11 weeks specified by CCUSA in this Program Agreement).
- Failure to complete your contract will result in fees owed (outlined within the Early Departures section) and cancellation of your J-1 visa and you will not be entitled to a 30 day grace period. Failure to pay the fees owed at the time of your departure from camp will also result in the cancellation of all remaining insurance.
- Your age as of June 1st, 2012 and CCUSA course qualifications determine the amount of "Pocket Money" you receive for the initial 9 or 11 weeks of work. You will be paid by the camp director according to camp policy, prior to the last day of camp.
- Under Federal law, camps are required to withhold minimal federal and state tax from your Pocket Money. You will be required to file a tax return for 2012 as a CCUSA participant. CCUSA offers an inexpensive tax service for your convenience to assist with filing your tax return.
- The camp pays a fee to CCUSA to cover administration costs associated with your recruitment, selection, placement, insurance, SEVIS fee and supervision. This fee is not taken from your Pocket Money; however, it does form part of the total expenses paid by the camp.
- Prior to arrival, any policies your camp has that supersede what is written in this agreement will be communicated to you in writing by your camp.
- During the summer, you are entitled to an average of 24 hours off per week, of which 12 hours must be continuous during daylight hours.
- You will earn a set amount of Pocket Money based on your age, your skills/qualifications as determined by your camp and the US head office, and the type of camp at which you are employed.
For working the 9-week resident camp or 11-week day camp you will earn:

Flight Option:

Counselor Aged 18:	US\$700
Counselor Aged 19-20yrs:	US\$850
Counselor Aged 21 and over:	US\$1,000

Returnees:

See "Acceptance and Placement", Point 1.

Additional Pocket Money for which you may be eligible:

- US\$100 total: If you are placed as a Counselor at a camp that is classified by CCUSA as "Special Needs".
 - US\$100 total: If you are currently certified as a Lifeguard through an ACA-designated provider (contact your local office for more information).
 - US\$150 total: If you are currently certified as a Water Safety or Swim Instructor through an ACA-designated provider and are placed in this position (contact your local office for more information).
 - US\$200 total: If you are currently certified as a Lifeguard AND Water Safety or Swim Instructor through an ACA-designated provider and are placed in these positions (contact your local office for more information).
 - US\$30 a day: For each day you work as a Camp Counselor beyond the standard 9 or 11 week session (not including days off).
- Your camp will provide a bed, three meals a day and access to laundry facilities (facilities not always on camp property).
 - Your personal expenses before, during and after camp are your own responsibility.

Early Departures

- If you fail to fulfill the responsibilities of your position at camp or violate any camp rule or State or Federal law, your participation will be terminated and you must depart the USA. The following penalties will result: Payments paid to CCUSA will not be refunded; you will forfeit a pro-rated payment of your Pocket Money and you will owe CCUSA the pro-rated portion of the fee which would otherwise have been received by CCUSA from your camp. Your CCUSA J-1 visa status will be either Terminated or Ended and you will not be entitled to a 30 day grace period. If you fail to pay the remaining fees owed at the time of your departure from camp, your insurance will also be cancelled.



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Returnees:

1. In addition to all other points included in this agreement, the following policies pertain specifically to Returnees.
2. A "Returnee" is classified as a person who is returning to the same camp, OR to a new camp under the direction of a camp director the applicant has previously worked under. Returnees applying for their third or more summer as a counselor must be aware of the 10% returnee rule. Additional documentation may be required.
3. You must submit a current criminal/police background check, this signed program agreement and 1 passport photo to your local CCUSA office along with a return invitation, contract or email from your camp director (must include a statement verifying you have been invited to return to camp and your proposed work dates) before CCUSA can process your application.
4. Upon submission of all necessary forms and payments, CCUSA will provide you with a current DS2019 visa application form, three months worldwide travel insurance coverage and 24-hour support while in the USA.
5. If your camp requests you to be picked up at the Meet and Greet site, you must arrange all accommodations independently..
6. You are required to submit your travel to camp plans to your CCUSA Footprints account at least 4 weeks prior to your departure in order for us to activate your insurance policy. Information required includes airline, flight number, date and time of arrival as well as your method of arrival to camp if arranging this yourself. In addition, you MUST notify your camp of your travel plans. CCUSA is not responsible for coordinating an airport pickup with your camp. Failure to complete these travel requirements in the time frame indicated may result in your cancellation from the program, and no refunds will be issued.

I certify that I am currently at least 18 years of age. I understand that I sacrifice privacy and comfort, work long and demanding hours and must adhere to camp policies which may be limiting and not necessarily reflect my way of living (curfews, time on/off, no smoking, no alcohol, etc.). My signature below confirms that I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is 100% correct. I allow CCUSA to send me program information and updates via email. I also allow CCUSA to forward my name, email address and postal address to its preferred travel agent, to other counselors who may wish to share a room for any travel options and to counselors placed at the same camp or traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my camp location to be used for publicity purposes. California law applies to any disputes arising out of this agreement.

Name: _____ Signature: _____ Date: __ / __ / __

If you are under 18 years of age at time of applying, your parent / legal guardian will be required to co-sign this program agreement below.

Name: _____ Signature: _____ Date: __ / __ / __

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

