

Program Application Work & Travel USA



TO BE COMPLETED BY THE **APPLICANT** (print in black ink)

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| Program Application: please tick the relevant boxes | |
| Internship & Trainee USA Programs | |
| <input type="checkbox"/> | Internship USA (INT USA) |
| <input type="checkbox"/> | Trainee USA (PCT USA) |
| Work & Travel USA Programs | |
| <input type="checkbox"/> | Work & Travel USA - 12 months (WAT USA x 12) |
| Personal Details | |
| Last Name (as per passport) | |
| First Name (as per passport) | |
| Address | |
| | |
| Suburb | |
| State | Postcode |
| Phone | |
| Mobile | |
| Email | |
| Acceptance into Program | |
| Consideration of the application will only be made after receipt of the fully completed application form and payment of the required deposit. The applicant will be formally accepted into the program only after: | |
| 1. | Student Exchange Australia New Zealand Ltd has determined that the application meets all requirements for the nominated program. |
| 2. | The sponsoring organisation in the US. Council on International Educational Exchange (CIEE), has reviewed and accepted the application. |
| Included in the Program | |
| <input checked="" type="checkbox"/> | The legal sponsorship necessary to obtain your J-1 visa |
| <input checked="" type="checkbox"/> | Assistance with obtaining your visa (you must pay the visa related costs) |
| <input checked="" type="checkbox"/> | Advice on jobs, housing and transport |
| <input checked="" type="checkbox"/> | 24/7 help line on a toll free number whilst in the US |
| <input checked="" type="checkbox"/> | Medical and baggage insurance cover for the duration of your stay |
| <input checked="" type="checkbox"/> | GST |
| Not Included in the Program | |
| Round trip transportation to the US, passport and visa fees, SEVIS fee, all items of a personal nature including expenses for entertainment, meals, transportation to and from your employment, housing, insurance for trip cancellation or trip interruption. | |
| Eligibility Criteria | |
| Applicants must meet all eligibility criteria as set down by CIEE and Student Exchange Australia New Zealand Ltd. In general these include: | |
| 1. | INT USA - open to full time students over 18 years of age who are currently enrolled at Polytechnic University/TAFE or who have graduated within the past 12 months. |
| 2. | PCT USA - open to young professionals between 20-40 years of age who are recent graduates with at least 1 year related work experience or who have 5 years of related practical work experience. |
| 3. | WAT USA x 12 - be over 18 years of age and a full time student at a Polytechnic University/TAFE who has completed at least their first year of studies or who has graduated from such an institution within the past 12 months. |
| Applicants must familiarise themselves with all the relevant eligibility criteria as outlined on our website or in our printed materials. | |

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| Employment |
| All applicants are responsible for sourcing and securing their own placements. Student Exchange Australia New Zealand Ltd will provide advice and assistance but the final decision on whether to accept an offer of employment is yours alone. |
| Proof of Funds |
| INT USA & PCT USA applicants who are paid less than US\$750 per month whilst on the program must submit at the time of application, proof that they will have access to at least that amount to cover day to day living expenses and other costs not included in the program. |
| Expenses During the Program |
| Students must have available at least US\$350 upon arrival in the destination country plus a minimum of US\$150-250 per month to cover costs not included in the program. |
| Passport |
| All applicants must have a current passport with a minimum validity of six months after the anticipated return date. |
| Inoculations |
| All applicants must ensure they meet the health requirements of the US government. You should consult your GP or local health authority for the latest requirements in the US. |
| Insurance |
| WAT x 12 applicants are provided with comprehensive insurance. All other applicants are provided with personal accident and medical coverage, as well as travel and public liability insurance while participating in the program. You should review the policy to ensure the cover is adequate for your purposes as some exclusions or special conditions may apply. Policy details will be provided before departure. |
| Payment Schedule |
| 1. A \$250 deposit is required when you submit your application. 2. You will be invoiced for the balance of the program fee and compulsory insurance when you are accepted on to the program. |
| Cancellation Policy |
| Cancellations will only be accepted in writing and will be effective at the date received by Student Exchange Australia New Zealand Ltd. Refunds will be made according to the following schedule: 1. If your application does not meet our eligibility criteria you will be refunded in full. 2. If you withdraw from the program: - Prior to being issued with your DS2019 form you will be refunded in full less \$A250. - After being issued with your DS2019 form you will be refunded in full less \$A550. 3. If you fail to enter the USA by your scheduled departure date there will be no refund. |
| Responsibility |
| Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives act only as customers to the various companies, owners, or providers of other services. All tickets, coupons, and orders are provided to you subject to any and all terms under which such services are issued by the relevant provider. Your acceptance of such tickets, coupons and orders shall be deemed to be your consent to the additional condition that Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives shall not in any way be liable for any injury, damage, loss, delay or irregularity however caused or arising, and whether out of any defect in any vehicle, or as a consequence of the default of any company, owner or supplier of transportation, accommodation or other service. |
| Law of the Contract |
| This Contract is governed in all respects by the law of the State of New South Wales and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State. |

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student exchange
AUSTRALIA NEW ZEALAND

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| Deposit |
| <input type="checkbox"/> A \$250 deposit has been paid or is enclosed Please indicate your payment method by ticking the relevant box below. |
| 1. Cheque or Money Order |
| <input type="checkbox"/> Cheque or Money Order enclosed |
| 2. Direct Deposit |
| <input type="checkbox"/> Direct Deposit Please quote invoice number and name. You must pay the exact amount on the invoice plus any remittance costs incurred. |
| AUSTRALIA Bank Westpac Banking Corporation Address of branch 10 Park Street, Mona Vale NSW Account Name Student Exchange Australia New Zealand Ltd Account BSB: 032 196 Account: 299 564 |
| NEW ZEALAND Bank Westpac New Zealand Limited Address of branch 79 Queens St, Auckland Central, Auckland Account Name Student Exchange Australia New Zealand Ltd Account BSB: 03 0252 Account: 0815935 025 |
| 3. Credit Card |
| <input type="checkbox"/> Paid Online Date of Payment DD/MM/YY |
| Payment can be made by Visa or Mastercard by visiting the Student Exchange Australia New Zealand website http://workandtravelusa.com.au/programs/online-payments or by completing the form below: |
| Card Holder's Name |
| Card Number |
| Exp Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> CV <input type="text"/> <input type="text"/> <input type="text"/> |
| Card Holder Signature |
| Dated |
| Signature of Applicant |
| I have read, understood and accept the above terms and conditions. |
| Signed by Applicant |
| Date |

If you have any queries please contact one of our program staff on 1300 135 331 (Australia) or 0800 440 079 (New Zealand)



WORK & EXPLORE USA
APPLICATION ADDENDUM
 12 Month Australia / New Zealand

Name of CIEE Representative:

Country:

Representative Code:

Date (day/month/year):

ADDENDUM TO WORK & EXPLORE USA APPLICATION

The following section outlines important information and requirements of participation in the Work & Explore USA program. Read the following information carefully, and confirm that you have read, understand, and agree to these terms by providing your signature where indicated below.

Employment and wages:

- Participants shall report employment to CIEE within 90 days of arrival in the United States
- Employment shall be in the hospitality or tourism industry
- Participants shall not begin working until CIEE has fully vetted and approved the job
- Participants shall be employed in positions that require an average of 32-40 hours of work per week and pay at least the federal minimum wage or the minimum wage required in the state of employment, whichever is higher
- Participants acknowledge that wages may not be sufficient to cover the costs of program participation and living expenses
- Participants acknowledge that housing, food, and transportation costs typically are not included as compensation for work, and depending upon the laws in participant’s state of employment, may be deducted from a participant’s wages
- Participants shall not go unemployed for more than 30 consecutive calendar days

CIEE Communication:

- In order to remain in positive status on the program, Participants shall reply to any and all CIEE monitoring surveys and email outreach

Cultural Exchange Opportunities:

- CIEE shall provide access to online learning and other information about life in the U.S.
- Depending upon the timing and location of a Participant’s program, CIEE shall provide opportunities to attend sponsored events, such as Connect USA and Civic Leadership Summit
- Participants shall make a good faith effort to seek out and participate in American cultural activities with U.S. citizens

PARTICIPANT AGREEMENT

I understand the objectives of the CIEE Work & Explore USA program as a U.S. Department of State authorized Exchange Visitor Program. I attest that I am applying to participate in this program with the intent to partake in American cultural activities and to interact with U.S. citizens. I also understand that failure to act in accordance with the intent of this cultural exchange program and/or to comply with the program rules and regulations could result in the withdrawal or termination of my J-1 visa status, which would require my immediate departure from the United States and return home.

I confirm that I reviewed the complete pricing information on the reverse side of this document and fully understood the costs of the program before paying the non-refundable deposit. I understand that because my wages may not be sufficient to cover all of my expenses, I should have access to additional personal funds throughout the duration of my participation in the program.

Except as specifically modified herein, the terms of the CIEE Work & Explore USA application I signed as a necessary part of the online application process remain in full force and effect

Name Printed:

Signature:

Date (DD/MM/YYYY):

PLEASE REVIEW PAGE 2 FOR FEE INFORMATION.



WORK & EXPLORE USA
APPLICATION ADDENDUM
 12 Month Australia / New Zealand

Name of CIEE Representative: _____
 Country: _____
 Representative Code: _____
 Date (day/month/year): _____

FEE DISCLOSURE (FEES THAT WILL BE COLLECTED BY THE CIEE AGENT, CIEE OR THE U.S. GOVERNMENT)

| Fee | Amount (Please specify currency:) | Inclusions |
|---------------------------------------|--|--|
| Program fee | | - Application fee - Agent support pre-departure - U.S. Sponsor support - Orientation - Insurance Plan (for policy details visit www.ciee.org/insurance) - Screening for program - English eligibility test - Administrative costs - Translation of documents |
| SEVIS fee | | - U.S. government administrative cost |
| Visa interview fee | | - U.S. government administrative cost |
| Promotion | | - Discount |
| Placement fee | | - All costs related to finding a placement |
| Expedite fee | | - Expedited forms and/or application review |
| Housing fee | | |
| Transportation fee | | |
| Other services | | |
| Total fees (excluding airfare) | | |
| Flight (estimated cost) | | - Round-trip airfare (this is the typical cost – actual price will depend on destination and dates selected) |

Cancellation Policy:

Other program costs and pricing notes: