

Last Name:

First Name:



J-1 Summer Work/Travel Program Terms and Conditions

Program Sponsor: American Pool Enterprises, Inc.

Please read this document very carefully, and make certain that you understand it completely, as written in English, before moving forward with our J-1 Summer Work/Travel program. If you have any questions, regarding this document, please contact your local in country representative or call our office headquarters in Owings Mills, Maryland toll free at 1-866-1GO2USA (1-866-446-2872) or (410) 581-7788.

Please be ready to provide proof that:

- You are between the ages of 18 and 28 years old.
- You are currently enrolled in an accredited university outside of the USA.
- You are a full time student at the time that you submit your application.
- You are able to live and function in an English speaking society.
- You are able to arrive to the USA before your employment period begins.
- You are able to remain in the USA through the duration of your program.
- You are capable (both physically and mentally) of performing all duties and tasks outlined in your job description.
- You understand that you are joining a cultural exchange program and not a program to earn money.

Please know that you are agreeing to the following conditions:

- You are required to report to and work for the employer listed in section #1 of your DS-2019 form. (Failure to do so will result in dismissal from the program)
- While living in the United States, you will follow all federal, state, and local laws along with the rules and regulations of United Work and Travel, a division of American Pool Enterprises, Inc. Failure to do so will result in dismissal from the program.

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- Once checked in to your housing, you MUST complete your first program check in with United Work and Travel, a division of American Pool Enterprises, Inc. within 72 hours of your arrival to the United States by telephone or online. Our toll free phone number for check in is 1-866-IGO2USA (1-866-446-2872). However, online check-in is the preferred check in method. Please log into your student account at www.myuwt.com to check in online.
- You must complete an additional program check in with your sponsor every 30 days for the duration of your program. Please log into your student account at www.myuwt.com to complete these check ins online.
- **Failure to check in will result in the immediate loss of insurance and you will fall out of valid J-1 status in the USA.**
- You will participate in an orientation provided by your local United Work and Travel recruitment representative in your home country.
- You will not work past the program end date listed on your DS 2019 form.
- All requests for employment changes must be reviewed and approved by United Work and Travel, a division of American Pool Enterprises, Inc. Failure to do so will result in program dismissal.
- If job/housing changes are approved, you must notify United Work and Travel, a division of American Pool Enterprises, Inc. within 72 hours of any change in your employment and/or living situation and provide proper documentation. Failure to do so will result in program dismissal.

Please know that you must understand the following:

- The DS-2019 form that is issued to you by American Pool Enterprises, Inc. enables you to apply for a J-1 summer work/travel visa. The U.S. Embassy or Consulate will either grant or deny your application for a visa. We cannot change their decision.
- Even if you receive a visa, your entrance to the United States may be denied by the U.S. Department of Immigration and Naturalization.
- If United Work and Travel, a division of American Pool Enterprises, Inc. dismisses you from your program, you must leave the United States within 10 days or you will face further penalties.
- Your employment position is not 100% guaranteed and may be changed prior to arrival in the USA if a scheduled employer cancels their available job positions for any reason. In this scenario, your J-1 sponsor will support you in securing a new job placement.
- If your employer cancels your employment position for any reason after your arrival to the USA, United Work and Travel, a division of American Pool Enterprises, Inc will make our best effort to place you in another available position.
- Employment terms, such as housing setup and location, job position, and payrate may be changed by your employer due to many varying factors. As changes are made, you will be informed by your employer and/or sponsor.

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- Any preexisting medical condition that may impact your ability to work must be reported directly to your sponsor prior to program registration or as soon as you are made aware of a potential situation.
- Any preexisting medical conditions are not covered by this programs health insurance benefits.
- You are not currently pregnant, and understand that United Work and Travel. A division of APEI will not accept you in the program if you are pregnant. This is for the health and safety of you and your unborn child. If you become pregnant prior to arrival, you will withdrawal from the program and the proper refund will be returned.
- You must bring enough money to the United States to cover food, housing, housing deposits, transportation and other personal expenses for a period of up to three weeks. **This should be approximately \$700.00-\$900.00.**

As a program participant, you must understand that:

- You must report to the employer listed in section #1 of your DS 2019 form. Failure to do so will result in dismissal from the program.
- You cannot leave your host company employer without prior contact and approval from your sponsor. This will result in dismissal from the program. If you are experiencing a problem at your job you must contact United Work and Travel, a division of American Pool Enterprises, Inc. as soon as possible so we can assist you (1-866-446-2872 Toll Free)
- In the event you must leave your employment position for a valid reason where you need to return home, after speaking with and gaining approval from your sponsor, you will give your employer at least two weeks' notice and provide your sponsor with documentation of your flight.
- Your employer may terminate your employment at any time for misconduct or poor job performance. If you are terminated from your position, we **will not** be responsible for finding you other employment. However, we will support your job search and assist in any way possible. You will be required to present new employer documents for approval within 10 days.
- **If you are terminated from your employment for theft of any type, your program will be terminated and you will be required to return to your home country immediately.**
- Housing will vary from employer to employer. It is understood that you are accepting the fees and terms and conditions of your housing based on your specific employment position. In all cases, housing will be kept clean and damage free and rent will be paid on time.
- Should you choose to work in a "second job", different from your host company employer, this job and new host company employer must be verified and approved by your sponsor **before** you can begin working. Engaging in unauthorized employment will result in dismissal from the program.

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- You apply for your social security number within 7-21 days of arrival to the USA. Once you receive this number, you must provide your host company employer(s) with this immediately.
- Our programs have a zero tolerance drug, alcohol, and sexual misconduct policy. Violation of this policy may result in program dismissal and you will be asked to leave the program and return home within 10 days.
- You will leave the USA within 30 days (grace period) of your program end date listed on your DS 2019 form or with enough time to begin classes at your University.
- It is your responsibility to leave the United States once your program has ended and your J-1 visa expires. You are not able to change your visa status!
- Your J-1 Summer Work/Travel program cannot be extended.
- **American Pool Enterprises, Inc. is your sponsor. If you have a concern regarding your employer, we will be happy to assist you. 1-866-IGo2USA**
- You must inform our staff of any arrest or incarceration within 24-hours of such event. American Pool Enterprises, Inc. is not responsible for any legal fees or costs associated with arrests or incarceration of any kind.
- You are agreeing to allow your employer, sponsor, or home country recruiter use all photographs received for sponsor contests or taken during the course of the program for future website updates, displays, or marketing material. It is understood there will be no compensation for the use of these photos.
- You should contact your sponsor with any issue or concern; however, you may contact the U.S. Dept. of State at any time to report an emergency, misconduct or lack of sponsor responsiveness. The toll free number is 1-866-283-9090.

Refunds:

- In case of a visa denial or voluntary cancellation prior to job confirmation, United Work and Travel, a division of APEI will refund your program fee costs. However, your application fee of \$125.00 and your \$35.00 SEVIS Fee are non refundable. (unless alternate arrangements have been agreed upon)
- In order to receive your refund, United Work and Travel, a division of APEI must receive your original DS 2019 form with Embassy stamp, stating your request for a refund or reason of denial.
- There will be no refund on voluntary cancellations after your DS-2019 visa documents have been issued and your employment is confirmed.
- All program fee refunds will be issued directly back to your overseas agent in your home country.
- Any and all claims against United Work and Travel, a division of American Pool Enterprises, Inc. will not result in a refund greater than the total program fees received for your program participation. (SEVIS fees, airline tickets, and Embassy interview fees will not be refunded for any reason).

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By signing below, you are agreeing that:

1. I have read this document carefully and fully understand these Terms and Conditions as they are written in English.
2. I understand that I am joining a J-1 cultural exchange program in order to learn more about the USA and teach others about my home country and that this is not a program where earning money is the main priority or function.
3. In consideration of being accepted for participation in a J-1 Work/Travel Program, I understand by signing this document, I hereby forever discharge and agree to hold harmless, United Work and Travel, a division of American Pool Enterprises, Inc., their employees, their partner organizations, and/or principals thereof from any and all liability claims or demands for personal injury, sickness or death, as well as property damage and other expenses of any nature whether known to me or not.
4. In the event of a medical emergency requiring hospitalization, I give my full permission for the hospital staff or medical doctor to speak with a representative of United Work and Travel, a division of American Pool Enterprises, Inc. so that communication and any necessary arrangements with my parents and home country agent may take place regarding my condition and needs.
5. I understand that United Work and Travel is a division of American Pool Enterprises, Inc.
6. I will abide by and follow these Terms and Conditions presented to me by my sponsor, American Pool Enterprises, Inc.

Program Participant:

Signed _____ Date _____

Print Name _____

Recruiting Agent:

Signed _____ Date _____

Print Name _____

Company Name _____

United Work and Travel, A Division of American Pool Enterprises, Inc.

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www.unitedworkandtravel.com

www.americanpool.com