



Please see a copy of “ Intrax Work Travel Independent Participant Terms and Conditions” (IWT-IT&C-Go4Less Ireland 2009)
Intrax Career Development (ICD), as a US Department of State designated Exchange Visitor Program, abides by all US Department of State regulations outlined in the Code of the Federal Regulations governing then Exchange Visitor program (22 CFR Part 62) and is the legal sponsor of each Intern/Trainee during their program.

You certify that:

- The information provided on your application is complete and accurate.
- You are aged 18 years or over and an Irish Passport Holder.
- You must be in a full time University degree course, or have graduated within 12 months of your planned departure to the USA
- You speak, read, and understand English at the level indicated on your application.

You agree that:

1. ICD is my legal sponsor while I am in the United States. I understand that I am not permitted to leave my ICD sponsored internship program nor may I seek additional internship opportunities. Change of host company may be granted by ICD and ICD’s sole discretion and only with advanced written approval.
2. The Intent of the J-1 Exchange Visitor Visa Program is to allow me to enhance my skills and improve my business knowledge of American methods that will be useful to me when I return home. I will not seek any changes in visa status during my J-1 visa program that is sponsored by ICD. I will leave the United States upon completion of my program.
3. I agree to provide ICD with my arrival date as well as an established US address and phone number within seven days of my arrival. During my stay in the US, I will notify ICD of any changes within seven days of the change. **U.S Government regulations stipulate that failure to do so will result in the automatic cancellation of my J1 Visa.**
4. I understand that the maximum duration for an internship program is 12 months. I realise that I will have 30 days beyond the date printed on my DS 2019 form to travel and close any outstanding affairs. After 30 the day grace period, I will leave the US. I understand that overstaying my visa or violating the terms of my visa can result in notification to the Department of State and the USCIS, federal fines, and disbarment from re-entry to the US for a period of up to ten (10) years.
5. While in the United States, I must obey all federal, state and local laws. Failure to do so will result in my immediate dismissal from the ICD Program. ICD is not

responsible for any civil or criminal liability I may incur or for assisting or defending me in any way in connection with any legal claims made against me.

6. If I am dismissed from the ICD Program for any reason, I will be out of status with my J-1 Visa. Once I am out of status, I must leave the United States within fifteen days or face further penalties. I understand that program dismissal may also result in notification to the US Department of State and the USCIS, an early return to my home country at my expense, federal fines and possible disbarment from re-entry to the United States for a period of up to 10 years.

7. The host company may terminate the training at any time, without prior notification, with or without cause. ICD is not responsible for and cannot control training decisions made by the host company.

8. I am responsible for making my own housing arrangements and prior to departure from my home country must provide my housing plans to GO4LESS at least 2 weeks prior to my arrival in the United States.

9. I understand that ICD provides all refunds directly to Go4less based on the refunds policy. I agree that I will contact Go4less for all refund Issues.

10. I have read and agree to all Department of State regulations regarding the Internship program as outlined in the Code of Federal Regulations governing exchange visitor program. I understand that if I break any of these regulations at any time, I will be dismissed from the ICD Program.

11. Arbitration: You understand and agree that any dispute, controversy or claim in any way arising out of, related to, or connected with your participation in the Intrax Work Travel Program, the Intrax Work Travel Independent Placement Service, or these Terms & Conditions shall be decided by neutral, exclusive and binding arbitration in San Francisco, California, USA. The arbitration shall be conducted before an agency or arbitrator agreed upon by you and Intrax Work Travel or, if none, before an arbitrator selected by the American Arbitration Association. Either you or Intrax Work Travel may appear telephonically at the arbitration hearing. Any award of the arbitrator may be enforced in any court of competent jurisdiction of, the federal or state courts of San Francisco County, California, USA. In any action, including arbitration, brought in connection with your participation in the Intrax Work Travel Program or the Intrax Work Travel Independent Placement Service, the prevailing party shall be entitled to recover all reasonable costs and expenses incurred by such party, including attorney's fees. The non-prevailing party shall also be solely responsible for all costs of arbitration. Any dispute as to the reasonableness of such costs and expenses shall be determined by the arbitrator.

As an Independent Placement Service participant, you understand and agree that the 12 Month USA Internship program has the following Terms and Conditions:

- * Application fee , Sevis fee, €100 flight deposit & €275 Travel Insurance cost must be paid as a part of the Application Appointment at time of registration.
- * Flight booking for your 12 Month Visa must be booked through Go4less, flights booked outside Go4less will result in automatic cancellation from the program.
- * Final Balance must be paid within 2 days of registration.
- * You will be required to attend an Interview with the US Embassy as part of this application; additional fees of \$131 will apply for this.
- * A DS-2019 form enables you to apply for a 12 Month Work Internship visa. The United States Embassy or Consulate may grant or deny your application for a visa. Intrax Work Travel/Go4Less is not responsible for and cannot control or change their decision.
- * If for any reason your DS2019 needs to be reissued and it's deemed to be your error Go4Less will charge you €100 fee for Intrax to reissue a new form.
- * Even if you receive a J-1 Work Internship visa, you may be denied entrance into the United States by the United States Citizenship and Immigration Service ("USCIS"). Intrax Work Travel/Go4Less is not responsible for and cannot control or change any denial of entrance into the United States.
- * You are responsible for bringing enough money to the United States to cover the cost of your food, housing and other personal expenses for at least one month. We suggest a minimum of \$1,000.00 due to possible delays with Social Security and distance of travel from airport to employer, advance payment for accommodation needed upon arrival and other initial investments needed. Intrax Work Travel/Go4Less is not responsible for such expenses, or for any period of time during which you are not being paid by an employer. Intrax Work Travel/Go4Less cannot loan money to you.
- * Go4Less will assist with the airline flights to get you to/from your destination. However, this will not include travel to/from the airport to your employer or residence. Intrax Work Travel/Go4Less are not responsible for making or assisting you in making your arrangements.
- * Travel insurance coverage is compulsory. The regulations governing this program require that you have coverage for the full duration of your time in the USA from the date you enter the US until the date you return to Ireland. Go4Less' comprehensive insurance includes coverage for personal accident, medical and other expenses, cancellation and curtailment, personal baggage, money and personal liability, full details given on insurance policy. It does not cover pre-existing medical conditions or car insurance. Please contact Go4Less or the insurance company directly if you have any questions.

* Intrax Work Travel is your official program sponsor while you are in the United States. The Intrax Work Travel staff is available to assist you with any questions or to advise you regarding any challenges you may experience while you are participating in the Intrax Work Travel Program. In the United States, you may call Intrax Work Travel (toll free) at 1-888- 224-0450 weekdays from 9 a.m. to 5 p.m., Pacific Standard Time. You may call the same toll free line at any time, 24 hours a day, 7 days a week, in case of an emergency. You may also call 1-415-434-5440 at your own expense from anywhere in the world, weekdays from 9 a.m. to 5 p.m., Pacific Standard Time.

* If you would like to lodge a formal grievance about the Intrax Work Travel Program, you will follow the Intrax Work Travel Grievance Procedures.

* If you plan to travel outside of the U.S while on your J1 visa, you must contact Intrax for instructions at least 2 weeks prior to your trip.

* Due to visa regulations & program rules, you cannot work as a domestic employee in U.S. households, in positions involving health care of patients, in positions that require investment of your own money to provide an inventory for the purpose of door-to-door sales or as a camp counselor.

* You are responsible for identifying and securing a position with an employer in the United States. Intrax Work Travel is not responsible for providing you with a job placement. Intrax Work Travel also is not responsible for the terms or conditions of your employment in the United States and does not guarantee either the availability of such employment or any minimum number of hours of work upon your arrival. The terms and conditions of your employment, the availability of such employment, and your work schedule are matters to be determined between you and your employer.

You understand and agree to the following Independent Placement Service Refund Policies*:

1. SEVIS Fee: Once a DS form has been issued, the SEVIS fee is non-refundable even if your visa is denied or your application is cancelled.

2. Visa Denials: If your visa application is denied and you are found to have been truthful in your application, Intrax Work Travel will refund the placement fee portion of your program fee provided the required procedures are followed. Refund of the program fee is contingent upon (1) Intrax Work Travel being informed by the representative agency within 3 days of the visa denial; (2) Intrax Work Travel receiving the original DS-2019 by August 1st, 2009.. If you are found to have given false/misleading information in your application, you will not be entitled to a refund.

3. Denial of Entry: If you are denied entry to the United States by the USCIS, Intrax Work Travel will refund the placement fee portion of your program fee. Refund of the placement fee is contingent upon Intrax Work Travel's receipt of official proof of such denial of entry, including a statement of the reason for the denial, a copy of your passport and a letter from the Intrax Work Travel representative agency in your home

country explaining the reason for the denial. The documentation must be received within 21 days. The application fee portion of the program fee is non-refundable.

4. Cancellations/Withdrawals After Arrival: If for any reason you cancel or withdraw from the Intrax Work Travel Program at any time after your arrival in the United States, Intrax Work Travel/Go4Less will not refund any portion of the fees.

5. Termination of Employment or Dismissal from Program: If you are terminated by your employer for any reason, with or without cause, or dismissed from the Intrax Work Travel Program for any reason, including but not limited to the grounds for dismissal identified in these Terms & Conditions, Intrax Work Travel will not refund any portion of the fees.

6. * All refund amounts are based on the original pricing charged to Go4Less by Intrax Work Travel as per their Partnership Agreement. The following is the specific refund policy of Go4Less: The flight deposit is only refundable if you are deemed to be not eligible for the program by Go4Less. If you cancel: Flight deposit, Program Fee, Embassy Fee, and SEVIS Fee are all non-refundable. After visa is issued and before flight tickets issued - Go4Less will only refund you flight cost (less any penalty) and airport tax. After Visa issued and flight tickets issued - Go4Less will only refund your flight cost (less Go4less and Any Airline cancellation charge) and airport tax. Cancellation fees may be claimed through your insurance if you cancel for an insurable reason—see policy details provided

You understand and agree to the following Dispute Resolution and Construal Provisions:

1. Severability : If any provision of these Terms and conditions or their application is held to be invalid, illegal or unenforceable for any reason, the invalid, illegal or unenforceable provision or application shall not affect the other provisions or applications of the Terms and Conditions which can be given effect without the invalid, illegal or unenforceable provision or application. To this end the provisions of this agreement are declared to be severable and shall be construed and enforced accordingly.

3. Waiver: No waiver by Intrax Work Travel of your failure to comply with any of these Terms & Conditions shall be construed to be, or shall be, a waiver of any other failure to comply with such Terms & Conditions. No waiver shall be binding unless in writing and signed by Intrax Work Travel.

4. Headings Not Controlling: The headings used in the document setting forth these Terms & Conditions are used only for ease of reference and are not controlling.

5. Governing Law: These Terms & Conditions shall be governed by and construed under the laws of the State of California, USA, without regard to principles of conflict of laws.

_ I am capable of reading and understanding these Terms & Conditions in English.

· _ I have read these Terms & Conditions carefully, have had the opportunity to ask questions and obtain advice as to their meaning, and understand them fully.

· I do not rely on any statements or representations that are not expressly stated in these Terms & Conditions.

· I agree to abide by these Terms & Conditions.

Participants Name:

Signature:

Participant ID Number:

Date:

Proof of Student Status – to be completed by University or College Representative
If your Educational institution will not sign this form, they may provide you with an official letter on University or College letterhead providing the same information.
By signing below, I certify that this person is/was a student at the named University during the time period indicated. I understand that student status is a requirement of this program and that all information is correct and accurate to the best of my knowledge.

Official/ Professional Name:		
Institution Name:		
City:		
Student enrolment dates:	FROM:	TO
Completed or graduated program:	YES	NO
Currently enrolled:	YES	NO
Signature:		
University Stamp or seal:		