

CCI Work and Travel Program: CONDITIONS OF PARTICIPATION/ Code of Conduct

The purpose of CCI's Work and Travel Program is cultural exchange, requiring the willingness to learn and to adapt to the customs of the American culture and community. Participants in this program are representatives of their home country, and should do their best to earn respect for the people of their country. **As a CCI Work and Travel participant, I understand that:**

PLACEMENT:

- I am expected to remain at the place of employment that CCI has verified and approved prior to coming to the US, throughout the entire duration of my program. If I am experiencing any problems with my job, I agree to contact CCI for permission to change jobs, prior to quitting.
- If I elect to quit my job, without prior consent from CCI, in writing, I understand that my CCI visa sponsorship will be terminated.
- Due to unforeseeable circumstances the job offer provided by CCI is subject to change. In the case of placement changes or job offer alterations, CCI will provide full support and assistance, when possible. I understand that my hours of work, duties and responsibilities may vary during the period of my employment. This may be due to weather conditions or other events out of the control of the employer.
- I understand that job placements with Placement Agencies, or any other companies that are not approved by CCI, are not acceptable. To work for such a company, while on CCI sponsorship, is grounds for visa sponsorship termination.
- I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.
- I understand that if I am fired from my job, I am subject to having my visa sponsorship revoked by CCI. As a result, I will return to my home country immediately. I agree to contact CCI immediately, at the time that I am fired from my job.

HOUSING:

- I am responsible for my own housing fees, meals, spending money, airfare, airport transfers and transportation to and from work.
- Any contract or agreement regarding housing or terms and conditions of employment reached by the participant, without the knowledge or participation of CCI, is not the responsibility of CCI. CCI will provide support and assistance when able. Students should contact CCI prior to signing contracts, when in doubt.

MONEY:

- I am responsible for any fees incurred by the US Department of State, or the SEVIS system, in regards to my program.
- I agree that I will only use my employer's telephone with a phone card. I must ask permission to use the phone, even when using a phone card.
- I agree to reimburse all outstanding debts incurred while on the program. Any medical bills will be paid and sent to the insurance company with my claim for reimbursement before I depart the United States.

PROBLEM SOLVING:

- I must contact CCI if I need any assistance.
- I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.

ACCLIMATING:

- I understand that there will be major differences between the lifestyle of my native country and the US.
- I understand that I must obey all national, state, and local laws at all times, as well as the rules of CCI, the employer and the host community. The breaking of any law or rule can result in dismissal from the program.
- I may smoke, but only in accordance with the laws of my workplace and housing. Participants under the age of 21 are not allowed to drink alcoholic beverages.

MISCELLANEOUS:

- I am responsible for my own insurance if I decide to drive any motor vehicle.
- I will not drive after consuming any alcoholic beverages or get in the car with someone that has been drinking.
- I must complete the CCI Virtual Orientation before leaving my home country.
- I must arrive to the US with a valid passport and a visa, when required, and a roundtrip ticket to return to my native country at the end of the program.
- CCI will not take responsibility in aiding a change in visa, and will not take responsibility for participants who remain in the US after the close of the program.
- It is the obligation of CCI to report any activities that are interpreted as being in defiance of visa or program regulations to the United States Immigration office.
- I understand that CCI is the sponsor of my J-1 Work and Travel visa.
- As a student sponsored by CCI, I understand that it is my responsibility to be aware of all rules and regulations in association with this visa, including my obligation to notify CCI whenever I move housing or jobs. All notification of these changes must be in writing, complete and comprehensible to CCI.
- I understand that CCI must know how to contact me at any time, throughout the program duration as indicated on my DS-2019 form.
- I understand that if I do not attend a CCI Arrival Orientation, I am still responsible for all information provided at the time of orientation. All necessary information and procedures are discussed at length in the mandatory Student Virtual Orientation and pre-departure orientations, which must be completed **prior to US arrival.**
- I authorize CCI to access my medical information, should I be hospitalized for any reason.
- I authorize CCI to access any funds that I may have to be applied towards payment of any uninsured medical attention that I may have incurred.

LIABILITY RELEASE AGREEMENT: As a participant of the CCI program, I understand the limitations CCI faces in dealing with outside companies such as airlines, hotels, restaurants, shipping companies, Social Security Administration, etc. I will not hold CCI responsible for any delays, sickness, accidents and other such circumstances arising from the use of these companies and renounce any claims against CCI and its representatives that may arise from circumstances outside of CCI's direct control. I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.

RECOGNITION OF AGREEMENT: By submitting this form as part of my application, I, **INSERT STUDENT NAME HERE**, confirm that I have read and agree to abide by the conditions above. There is no reason (pre-existing health condition, emotional or behavioral problems, etc.) why I should not be able to participate in the program. I confirm that I have not been convicted of any felony and that falsifying or withholding of any information on the application could result in program dismissal. I also authorize CCI and its affiliates to use any photographs accompanying this application or any photographs taken while participating on a CCI program for promotion or publicity. I agree to print this form and sign it in front of my sending organization.

Signature of Participant:

Date: