

**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 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 a college or university outside of the USA
- You are a full time student at the time that you submit your application.
- You are able to 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 of performing all duties and tasks outlined in your job description.

### **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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- **You MUST 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 by internet.** 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](http://www.myuwt.com) to check in 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 employment changes must be approved by United Work and Travel, a division of American Pool Enterprises, Inc. **Failure to do so will result in program dismissal.**
- You must notify United Work and Travel, a division of American Pool Enterprises, Inc. within 72 hours of any change in your employment and living situation. **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 United States 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 positions for any reason.
- 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.
- 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. This may however take up to five (5) business days.
- Any preexisting medical condition that may impact your ability to work must be reported to your home country recruiter **and** our office prior to program registration or as soon as you are made aware of a potential situation.

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- You are not currently pregnant and understand that United Work and Travel will not accept you in the program if you are pregnant. This is for the health and safety of you and your unborn child.
- **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 \$600.00-\$700.00 U.S. Dollars.**

**As a program participant, you must understand that:**

- You will be placed in a position with an employer in the United States. If you withdraw from the job offer after your position is confirmed, you will forfeit your entire program fee.
- 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 choose to leave your employer without a valid reason or cause. 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.**
- **Leaving your position will result in dismissal from the program.**
- 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.
- 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.
- 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.
- 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.
- Your J-1 Summer Work/Travel visa cannot be extended.
- It is your responsibility to leave the United States once your program has ended and your visa expires. You are not able to change your visa status!

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- American Pool Enterprises, Inc. is your sponsor. If you have a concern regarding your employer, we will be happy to help you; however, we cannot guarantee any results from uncooperative employers.
- American Pool Enterprises, Inc. is not responsible for any legal fees or costs associated with arrest or incarceration.
- 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.

**Refunds:**

- **In case of a visa denial or voluntary cancellation prior to job confirmation, United Work and Travel will refund your program fee costs. However, your application fee of \$100.00 and your \$35.00 SEVIS Fee are non refundable.** (unless alternate arrangements have been agreed upon)
- **In order to receive your refund, UWT must receive your original DS 2019 form with Embassy stamp, a copy of your passport (data page) and a letter from the U.S. embassy or your recruiting agent 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 recruiting 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).**

**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. 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.

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3. 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.
4. I understand that United Work and Travel is a division of American Pool Enterprises, Inc.
5. 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 \_\_\_\_\_

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