



WORK AND TRAVEL TT PARTICIPANT AGREEMENT

1. General Conditions

- a. This agreement is set out between Work and Travel TT and the undersigned participant here in referred to as “the participant”.
- b. Work and Travel TT makes no presentation or warranty of any kind, expressed or implied, as to the suitability of the J1 Programs for any participant and Work and Travel TT disclaims all such warranties to the full extent of the law.
- c. The participant is responsible for submitting all requested documentation to Work and Travel TT on a timely basis, subject to deadlines set out by Work And Travel TT. The participant understands that missed deadlines may result in additional costs, timely delays, and in the worst case – program cancellation.
- d. Work and Travel TT reserves the right to terminate any participant’s program participation with no refund given, if the participant’s information provided is deemed fraudulent and/or dishonest.
- e. The participant must exercise care to safeguard all legal documents required for the participation in this program. In the event any document is lost or stolen, replacement will be timely, costly, and the responsibility of the participant.
- f. The participant understands the participant’s university is indemnified against any or all aspects of the participant’s enrolment and participation in Work And Travel TT’s J1 Programs.

2. Program Conditions

- a. The participant's ground transportation from the U.S. airport to the U.S. employer's job/housing location will be arranged in advance. The costs are to be borne by the participant, unless stated otherwise.
- b. Work and Travel TT is not responsible for any program issues arising from the participant's flight arrangements including but not limited to flight cancellations, flight delays etc, as the participant's airline issues are not within the control of Work and Travel TT.

3. US J1 Exchange Visitor Visa

- a. Prior to Visa approval, the participant is required to attend a Visa interview at the U.S. Embassy in your home country.
- b. Work and Travel TT will provide the participant the legal documents issued by the U.S. Sponsor that are required for the Visa interview. The participant understands that a list of self-prepared documents is required for the Visa interview, as will be briefed by Work and Travel TT.
- c. The participant will be briefed on the visa interview process to the best ability of Work and Travel TT knowledge and expertise. However, Work and Travel TT cannot guarantee Visa approval. The U.S. Embassy reserves the right to reject any visa application if deemed suspicious for any reason.
- d. If the participant is denied a U.S. Visa for any reason, the "Cancellation and Refund Policy" below shall apply.

4. Payment Policy

- a. The Participant's Program Fee is divided into the (1) Sponsorship Fee, (2) SEVIS Fee and (3) Insurance Fee. The breakdown will be detailed in each participant's Program Fee Invoice.
- b. The initial USD\$200 Commitment Fee Payment is required to formally register for Work and Travel TT's program. The Program fee is due within 3 working days of the participant's successful interview outcome, unless otherwise stated.
- c. The participant agrees to pay all fees in accordance to the deadline requirements of Work and Travel TT. Late payment of program fees may result in additional processing charges to be borne by the participant. The participant understands that delayed or insufficient payment of program fees may cause disruption or, in the worst case, lead to cancellation of program participation.
- d. Other financial commitments related to the participant's program, i.e. housing deposit, flight arrangements, ground transportation booking, are solely between the participant and his/her appointed service provider, and not the responsibility of Work and Travel TT.

Signature:

5. Cancellation and Refund Policy

- a. Work and Travel TT does not guarantee full program fee refunds in any case.
- b. Any program cancellation and/or refund appeal must be submitted to Work and Travel TT by the participant via email, and is only effective when Work and Travel TT receives cancellation authorization from the U.S. Sponsor, and from the time and date Work and Travel TT confirms the participant's cancellation and/or refund via email.
- c. The initial USD\$200 Commitment Fee Payment is not refundable in any case.
- d. If the participant misses the interviews and decides to withdraw from the program, the USD\$200 Commitment Fee is not refundable in any case.
- e. In case of a cancellation after full program fee payment is made, the Sponsorship Fee's refund amount depends on the participant's stage of application, and the prevailing USD-RM exchange rates. If the cancellation is:
 1. before the DS-2019 is issued, the refund amount is USD500.
 2. after the DS-2019 is issued, the Sponsorship Fee is not refundable unless it is due to Visa rejection.
 3. due to Visa rejection by the U.S. Embassy, the refund amount is USD700.
- f. SEVIS Fees are paid to the U.S. State Department, and are non-refundable at any stage.
- g. U.S. Visa Fees are non-refundable and are paid to the U.S. Embassy.
- h. If the participant's Visa application is unsuccessful, the U.S. Visa Fees paid are non-refundable.
- i. If the participant withdraws AFTER visa approval, there is no refund given. Refund appeal is possible only for the participant's own medical emergencies resulting in program cancellation, or the bereavement of immediate family members.
- j. Refunds of the other components related to the Program, such as airline tickets, bus tickets, insurance or others, that are provided by external service providers are subject to the service providers' own terms and conditions.

6. Other Conditions

The participant, herein referred to as "I", agrees to the following:

- a. I understand Work and Travel TT is my home country recruiter whose aim is to get me successfully started on my J-1 Program. Work and Travel TT bears no responsibility regarding my employment and well-being once I arrive in the United States. Work and Travel TT will continue to give advice and counselling to their best ability, but my U.S. Sponsor is ultimately responsible for overseeing my successful program participation once I am in the United States.
- b. The commitment to the employment contract/job offer between the employer and myself are between the employer and myself only.
Withdrawal from, or non-fulfilment of, the employment contract/job offer for any reason by either the employer or myself is not the responsibility of Work and Travel TT.
- c. I understand that the intention of the J-1 Exchange Visitor Visa Program is to promote cultural exchange. I understand that Work and Travel TT or the U.S. Sponsor neither endorses nor encourages program participation for any intentions other than the intention of this J-1 Exchange Visitor Visa Program.
- d. I hereby pledge that I will not seek to change my visa status and it is my intention to leave the United States once my program has ended.

e. I agree that all the information I provided during my application is true, and that any false declarations will lead to my termination from this J-1 Program without being entitled to any refunds or reimbursements.

f. I understand that it is my responsibility to ensure that I do not have any other commitments that may jeopardize my successful program participation.

g. I understand that if any sudden issues arise that affects my program participation that are out of the control of Work and Travel TT and myself, the normal "Cancellation and Refund Policy" above will apply.

I agree to abide by all the terms and conditions set out in both pages of this Agreement.

Please sign BOTH PAGES of this agreement, scan and email to Work and Travel TT: recruitment@ttworktravel.com

Signature:

Name (as in Passport) :

Passport Number :

Date (mm/dd/yyyy) :