



# 2009 Work Experience USA Program Agreement - Croatia

CCUSA ID #

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This agreement is between CCUSA GmbH, (CCUSA)  
and

\_\_\_\_\_ (print name) you, a CCUSA participant

## Fees

1. An application payment of €100 must be paid when you submit your application form and before CCUSA conducts an interview with you. The amount of the Application payment is the same for all programs options, no matter at what time of the year you apply.
2. Program cost will depend upon what time of the year you apply. All of these prices include 3 months of Basic insurance. You can pay the total program costs at one time. Depending upon which program option you choose, you will be required to make one of the below payments:

	If apply by Dec 15	If apply by April 15
a. Independent Job Offer Option	€199	€275
b. Independent Returnee Option	€150	€225
c. Job Fair	€250	€350
d. Placement Option	€450	€499
3. If you are accepted by December 15th, all fees MUST be paid by April 15th. If you are accepted after December 15th, all fees MUST be paid within 15 days of acceptance. If selected, the following payment is due no later than 30 days after acceptance to the program.
  - a. Optional Meet and Greet Package €75
4. If you apply after 15 April 2009 (independent option only) you will be charged a late application fee of €75.
5. CCUSA reserves the right to implement a program surcharge at any time due to unforeseen increases in program costs.

## Refund Policy

1. The application payment is only refundable if the CCUSA country office or the CCUSA head office does not accept you on the program.
2. The acceptance payment will not be refunded if you cancel from the CCUSA program after acceptance or do not use your DS2019 form within the required time frame. In the case of serious illness or death of you, a parent or sibling (doctor's written verification certificate required), all fees except for the application payment will be refunded. All cancellations must be submitted in writing with any required certifications within 10 days before a refund can be issued. No refunds will be made for pre-existing conditions.
3. If you cancel for any reason, the DS2019 form must be returned to CCUSA before any refunds can be issued.
4. In the event, the U.S. government rejects your visa application, only the acceptance fee is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of residence or in the country that issued your passport. The U.S. government requires additional documentation if you apply for your visa outside your home country. CCUSA cannot be held responsible for visa rejections.
5. All program fees will be refunded to Placement Option participants not placed by 15 June 2009. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
6. No refund of the Job Fair/Placement fee is given if you change from the Job Fair Option or Placement Option to the Independent option. Additionally, no refund of the Job Fair/Placement fee is given if changes in your information given at the time of placement (such as health conditions, change in availability/university break date) results in the cancellation of the job offer by the employer.
7. In case of cancellation for any reason, CCUSA is not responsible for any other expenses incurred by the participant (e.g. U.S. consulate visa fees, transportation costs or penalties, etc).
8. Once you travel to the US and/or start your CCUSA program, there is no refund of any program fees, regardless of the reason why you cannot or choose not to continue your program.

## Acceptance and Student Status

1. You must be at least 18 years of age and not older than 29 years of age by 15 May 2009 and submit with your application "proof of tertiary full-time status" which includes the dates of the university summer holiday break and your estimated graduation date. You must also be registered for a full time course load for the semester following your Work Experience program unless you are a final year student. The program is not open to participants with US citizenship, passport or alien residency.
2. CCUSA will conduct an interview to help you better understand the program and to assess your skills and experience. The CCUSA U.S. office decides final acceptance to the program.
3. Any false, misleading or withheld information on your application or inappropriate behavior during your interview, prior to departure for the USA or during your participation on the CCUSA program is grounds for immediate cancellation of your application or from the program without refund. You are required to inform CCUSA of changes in any information in your initial application, including but not limited to: health conditions, student status, availability dates. Failure to do so may result in immediate cancellation from the program without refund.

## PROGRAM OPTIONS

### I. Independent Option

1. The Independent Option is for participants who wish to find their own job. Visa regulations or program rules dictate that you cannot work as a camp counselor, employee in a US domestic household (maid, nanny, etc), in door to door sales that require you to invest your own money in inventory, in jobs that requiring licensing under US laws (such as in the medical profession, lawyers), adult entertainment industry jobs, as a crew member on ships or airplanes or as an airplane pilot.
2. All independent participants have access to the CCUSA Independent Job Hunt site. If you locate a job and accept a job offer through this site, you **MUST** go to the employer listed on your job offer. Failure to do so can result in the termination of your visa. CCUSA strongly discourages the purchase of job offers from third parties and takes NO responsibility for any fraudulent job offers obtained through third parties.
3. You must provide CCUSA with a CCUSA Independent Job Offer form completed and signed by your USA employer at least 2 weeks (14 days) before you are scheduled to travel to the US. Should you decide not to go to the employer listed on your job offer form, you must notify CCUSA and the employer PRIOR to your departure from your home country. In this case, you will need to provide CCUSA with another job offer form before your departure.

### II. Job Fair Option

1. The Job Fair Option is only available to those who attend and are hired by an employer at the CCUSA job fair.
2. You must be willing to commit to one employer for the dates and conditions on the Job offer. If you sign a Contract Job Offer, your visa can be terminated if you do not complete the full dates on the job offer. You will also be required to arrive at your employer at least one day in advance of the start date on your job offer. Failure to do so can result in the cancellation of your job offer. Any changes to your job offer dates MUST be approved by CCUSA and the employer.
3. Your CCUSA interview will be more extensive and require the completion of an addendum to the application, listing your skills and experience.
4. If you are hired at the CCUSA Job Fair, you will be required to sign the Job Offer form before leaving the fair.

### III. Placement Option (available only to those able to work at least 10 weeks and up to 4 months)

1. The Placement Option is available to those whose completed application is in the CCUSA US office by 15 April 2009. Our primary consideration will be to find a job suited to your skills and English language abilities.
2. You must be willing to commit to one employer for the dates and conditions on the Job offer. If you sign a Contract Job Offer, your visa can be terminated if you do not complete the full dates on the job offer. You will also be required to arrive at your employer at least one day in advance of the start date on your job offer. Failure to do so can result in the cancellation of your job offer. Any changes to your job offer dates MUST be approved by CCUSA and the employer.
3. Your CCUSA interview will be more extensive and require the completion of an addendum to the application, listing your skills and experience.
4. A job offer can occur any time after acceptance and up to 15 June 2009. Since employers make all final hiring decisions, a job offer is not guaranteed. The earlier you apply, the greater your chance of receiving an offer.
5. CCUSA will inform you of your job offer, including the date you are required to report to work. You must return a signed copy of this job offer within 14 days of receiving it (after 1 May 2009 it must be returned within 7 days) or the job offer will be rescinded and you will be changed to the independent option without a refund in fees.
6. You are required to write an introduction letter to your employer upon receipt of a job offer to confirm all conditions of employment.

## Insurance and Visa

1. CCUSA's travel insurance policy is compulsory for the dates on the DS2019 form. 3 months of Basic insurance coverage are included in the program fees. You will be required to purchase additional coverage if your confirmed DS2019 dates exceed this. For coverage during any travel time before or after the dates on your DS2019 form, you must extend your insurance coverage. **The U.S. government requires that you have coverage for the full duration of your time in the USA from the date you enter the US to the ending date on your DS2019 form.**
2. Whilst in your home country, you can purchase additional insurance. The Basic insurance policy is €45 per month and Premium insurance is €55 per month (policy with more extensive coverage). Weekly extensions for Basic insurance are €25 and €30 for Premium insurance. Once in the USA, insurance company approved extensions will cost US\$85 for one month and US\$40 for one week for both the Basic and Premium insurance.
3. The insurance policy includes: accident, sickness and medical evacuation coverage. In the case of an accident or illness, it is your responsibility to submit a claim form with all original documentation and follow the procedures set out by the insurance company. CCUSA is not the insurance company. All claims, processing, and queries are between you and the insurance



company. Please see insurance documents for full details of the coverage.

4. You are issued your DS2019 visa application form once all your fees are paid. If there are changes to your personal information or the dates of your program after the DS2019 is issued, there is a €50 fee to reissue a new form.
5. Your visa dates will be a combination of your university summer holiday dates and your own availability. No DS2019 forms will exceed the total length of the university break dates.
6. The J-1 visa permits you to enter the U.S. and legally work for the dates listed. **You must enter the U.S. within 20 days of the start date on your form.** Failure to do this will result in the cancellation of your visa as the DS2019 form does have an expiration date. If you know you are not going to be able to travel to the US within the 20 days after your DS2019 start date, it is YOUR responsibility to request a change in your program dates. The summer work/travel visa is valid for a maximum of 4 months (or the length of your university break dates whichever is shorter) and cannot be extended under any circumstances. There is a charge of €50 to change the dates on your DS2019 form.
7. The U.S. consulate charges fees for the processing of the J-1 visa. A fee of US\$35 for the SEVIS system must be paid prior to your interview with the U.S. Embassy or consulate. Your CCUSA office will have up to date information about all fees and payment procedures

#### Orientation and Travel

1. CCUSA provides a mandatory Orientation meeting in your country to give detailed information about the J-1 visa, program rules and life in the United States. U.S. government regulations require that you attend this orientation. Failure to do so can result in the cancellation of your program without refund.
2. You must pay for your own flight to the USA. If you choose a Meet and Greet Package, you must do so within 30 days of your arrival date and your flight must be on one of the CCUSA Meet and Greet dates. Your CCUSA office will have more details about these dates.
3. If you have purchased the Optional Meet and Greet package and have provided your arrival details at least 7 days prior to your flight date, you will receive a transfer from the designated Arrival airport, overnight accommodation, and breakfast. You are responsible for all other meals. CCUSA reserves the right to cancel the Meet and Greet Package of any participant who does not provide travel details 7 days before their Meet and Greet date.
4. You are responsible for all travel costs within the USA, including to and from your place of employment.

#### Social Security, Employment, Wages, Taxes and Housing

1. In order to work in the USA, you must apply for and be issued a Social Security card. You can only apply for this card once you have arrived in the USA. You must apply for your Social Security card at a Social Security office, using the instructions given to you at the orientation session in your country. The Social Security Administration recommends that you NOT apply until you have been in the US for at least 10 days. **The Social Security Administration is a U.S. government agency and therefore, not in the control of CCUSA. CCUSA is not responsible for the length of time it may take to get your Social Security number or card and cannot be held responsible for any costs incurred by you due to delays in receiving the number or card.** The Social Security Administration is not authorized to issue a card to any participant whose visa had not been validated in the Department of Homeland Security's SAVE database. To help avoid problems with your Social Security card processing, you are recommended to validate your visa as soon as you arrive in the US but **no later than one week after arrival.** Due to U.S. security and privacy laws, CCUSA is not allowed to apply for or inquire as to the status of your Social Security card. Participants must do this directly with the Social Security Administration. If you have not applied for a Social Security card at least 21 days before the END date on your DS 2019 form, Social Security will not process your application and you will not be able to get a number.
2. Many employers **will not hire** or pay workers who do not have a Social Security number. If an employer does not hire or pay without a Social Security card, you **MUST** have sufficient funds to support yourself during this time.
3. It is a requirement of your visa that you are employed while on the program in the USA. Failure to obtain and maintain employment during the dates of your visa can result in the termination of your visa. Independent participants can withdraw from the program prior to the end of the working visa without adversely affecting their status with the U.S. government as long as CCUSA is informed of the date of withdrawal from the program. Job Fair, Placement and Contract Placement participants **MUST** fulfill the terms of their job offer and should refer to their signed Job Offer form for details.
4. Your payment while in the USA will usually be at least the minimum wage as set by the U.S. Department of Labor. Working and salary conditions will be determined by the employer at the time of hire and may differ from those on the CCUSA Participant Job Information sheet. **Employers do not guarantee a specific number of hours of work per week.** You must come with sufficient money to cover all of your expenses in the USA until you begin earning a wage. We suggest from \$900 to \$1500. (This does not include money you will need for your travel to your employer in the U.S.)
5. You must comply with your U.S. employer's rules and policies, including but not limited to rules and policies about such matters as personal grooming and drug testing.
6. The U.S. government requires that every person earning wages in the U.S. file a tax return for every year they are employed in the U.S. You will be required to file a return for 2009 as a CCUSA Work Travel participant. To assist you in complying with this requirement, you will need to complete the appropriate documents so that CCUSA's Tax Service can file tax returns on your behalf. This process will be explained during your CCUSA pre-departure orientation.
7. CCUSA does not arrange or provide you with housing. If an employer does offer housing, it is usually on a first come, first served basis. Whether or not you arrange your own housing or it is arranged through your employer, you will be required to sign a lease and pay a deposit usually amounting to the first and last month's rent. CCUSA is not responsible for any problems you may encounter in finding housing.

#### Program Rules, Visa Validation and Termination Grounds

1. As a CCUSA participant, you are required to follow all the CCUSA Work Experience program rules as outlined in the CCUSA International Staff Handbook. Please make sure that you are familiar with these rules.
2. You will be required to regularly access our member's website, Footprints, to provide information we require, get up-to-date information about your program and receive important program announcements and alerts. To further facilitate your communication with CCUSA while on the program, you must provide CCUSA with an up-to-date WORKING e-mail address that you access at least on a weekly basis from the time you apply and throughout your program in the USA. CCUSA will not be held responsible for any problems arising from your not checking your Footprint account and e-mail regularly or not keeping CCUSA updated about changes to your e-mail address. If you use a university or school email account, you will be required to set up a personal account prior to your departure to the USA.
3. U.S. government regulations require that all participants on a J-1 program keep their program sponsors informed of their whereabouts and program activities while in the USA. You go to Footprints (<http://footprints.ccusa.com>) when you arrive at your work destination and provide the exact details of your employment and your physical living address in the USA. **Failure to do so within at least 21 days of the start date on your DS2019 form (and not the date you enter the US) or within 10 days of any change in your employment or housing after this initial contact will result in the automatic termination of your J-1 visa in the SEVIS system. Termination status in the SEVIS system means that you are not able to remain in the USA or to return to the USA in the future.**
4. All independent participants must always keep CCUSA fully informed of their employer details and provide a CCUSA Independent Job Offer form. Failure to do so can result in the ending of the visa and is a condition to maintain eligibility to return on the program.
5. Your participation in the CCUSA program can also be terminated for the following reasons: conviction of a crime, engaging in unauthorized employment, failure to pursue program activities, failure to submit a change of current address and/or employment within 10 days, failure to maintain health insurance, violation of Exchange Visitor Program regulations or violation of CCUSA program rules, including failure to attend the mandatory Pre-departure Orientation meeting and leaving your US employer without following all CCUSA procedures (see below).
6. Participants terminated from the program will have their visa terminated and are required to leave the US immediately.

#### Changing Jobs

1. **Contract Option for Placement or Job Fair participants:** You must go to your assigned employer. Failure to do so will result in the termination of your visa, no matter what the reason. Contract Placement and Job Fair participants must complete the dates on their Job Offer or risk termination from the program. Refer to your job offer for full details. If you encounter a situation at your employer, which makes it difficult for you to continue working there, you **MUST** contact CCUSA Work Experience in the US immediately. CCUSA will document all incidences of employer and participant misconduct, and use the US Federal and State Fair Labor Laws as a guideline for determining whether or not you are released from your agreed upon work dates. Participants who do not follow ALL of these steps will have their visas terminated.
2. **Non-contract Job Fair and Placement participants:** You must go to your assigned employer. Failure to do so will result in the termination of your visa. You are also expected to work for the full dates on your job offer. If you do not, you are required to discuss your reasons for wishing to leave with CCUSA. IF CCUSA approves, you will be required to work for **AT LEAST 2 weeks** before you can give a two-week notice to your employer. (This means a minimum of 4 weeks of work at your assigned employer.)
3. If you are an **Independent option participant** who finds and accepts a job through CCUSA's Online Job Hunt website, you are required to go to that employer (unless you cancel the job offer with the employer and CCUSA PRIOR to your departure from your home country) and work for at least 2 weeks before giving a 2 week notice. Failure to do so will result in termination from the program. If you find your job elsewhere, you still should go to the employer on your job offer, unless you cancel prior to arrival in the US. If you decide to change jobs, you must give your employer 2 weeks notice and inform CCUSA of your plans. You must also notify CCUSA of any changes to your U.S. address or any plans to return to your home country early. You must also provide an Independent Job Offer form for every employer for whom you work.

My signature below confirms that I have read, understood and agree to abide by the rules, conditions and terms of the 2009 CCUSA Work Experience Program Agreement. I understand that I allow my name, address, email address and phone number to be forwarded to the preferred travel agent and/or to other participants placed at the same employer or traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my employer location to be used for publicity purposes.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please make a copy of this for your own records, and return the signed original to your local CCUSA office.

