



2008 Camp Counselors USA Program Agreement - Poland

This agreement is between Camp Counselors USA Inc., (CCUSA) and

CCUSA ID #

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(print name) you, a CCUSA participant

Acceptance and Placement at a Camp

- To apply to the Camp Counselors USA program you will be required to pay program fees. All payments are to be made out to CCUSA. If you do not pay your fees online then all payments are to be made into the CCUSA account: 03 1500 1777 1217 7004 3896 0000 at Kredyt Bank S.A IV O. Warszawa:
 - ✓ An application fee of US\$100 must be paid when you submit your online application form to CCUSA.
 - ✓ The acceptance fee of US\$495 is due within 14 days of acceptance and before you attend your visa appointment at the U.S. Consulate.

Discounts:

 - ✓ If you apply and pay your application fee prior to January 30th 2008 you will receive US\$20 off your application fee.

Additions:

 - ✓ If you choose to submit a manual application instead of the online application you will incur a processing fee of US\$40.
 - ✓ All fees are due by March 15th, 2008 regardless of the date you applied or were accepted. If you apply after March 15th, 2008, all fees are due upon submission of your application form and incur a non-refundable US\$50 surcharge.
- Your application form and references are legal documents. 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 from the program without refund. You are required to inform CCUSA of changes in any information provided in your initial application, including but not limited to: health conditions, availability dates and contact details.
- To apply to the program, you will be required to submit a completed application form; 3 CCUSA reference questionnaires (2 for Support Staff), 1 visa photo, the above payments this signed program agreement and the polish translation. All materials submitted to CCUSA become the property of CCUSA. You must deliver all required documents before your interview day. Failure to do so may delay the further placement, visa and travel procedure.
- CCUSA will conduct an interview to help you better understand the program and to assess your skills and experience. The CCUSA office in the US determines final acceptance of applicants to the program.
- Placement at a camp in the U.S. may occur at any time after acceptance until June 30th, 2008 as most camp directors make their staffing decisions between October and June.
- CCUSA guarantees your placement at a U.S. summer camp if you are accepted by March 15th, have a CCUSA approved above average English speaking and communication ability and you are available to fly to the United States no later than June 15th, 2008. If accepted after this date, placement is not guaranteed. However, for the past 5 years, CCUSA has placed 100% of the accepted applicants.
- Your application, camp choices, skills, experience and references will determine your placement at camp through CCUSA. All placements are final. You will be notified of all the details of your camp placement, including your flight date, which is chosen by CCUSA and your camp director to coincide with the start date of camp, and your contract dates via your online "Footprints" account. The dates indicated on your Placement Report are considered your official contract dates. Failure to complete your contract will result in penalties mentioned in Early Departures section point 1.
- CCUSA worldwide travel insurance coverage is for three months. It can be extended prior to departure at a cost of US\$65 per month. Once the policy has commenced, you will need to extend the policy prior to expiration and you will need the insurance company's approval. Cost once in the USA is US\$85 per additional month. The insurance policy includes: accident, sickness, luggage, liability and medical evacuation. The U.S. Government requires insurance coverage for all participants while on the CCUSA program. If the standard three months of coverage does not cover the full length of your DS2019 form, you must extend this insurance prior to departure to cover the full length. Standard insurance prices do not cover pre-existing medical conditions or car insurance. In the case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and to 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. You will receive a copy of the policy once you have been accepted to the program. Be sure to read this for complete policy details.
- To participate on the CCUSA program, you must obtain a current criminal/police background check. Any criminal history reflected in your background check could affect acceptance/placement opportunities and/or result in loss of placement. CCUSA requires you to send a copy of your report to your CCUSA Warsaw office by May 15th and U.S. summer camps require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination. If you are not a citizen or permanent resident of the country you are applying in, you must also gain a criminal/police background check from your home country.
- Your DS2019 visa application form will be issued once all payments are paid to CCUSA and you have confirmed all your passport details through your "Footprints" account. The DS2019 form allows you to apply for a J-1 exchange visitor visa from the local U.S. Consulate. U.S. Consulates require personal interviews. You must apply for and obtain your J-1 visa before departing your home country. If you have any criminal records or convictions, you will be required to show your completed original background check at the time of the Consulate Interview. You cannot participate on the CCUSA program without a J-1 visa stamped into your passport. The U.S. Consulate charges a fee of US\$100 (correct at the time of printing). This fee is in addition to the program fees you pay to CCUSA. The U.S. Government also requires a US\$35 SEVIS fee, which is paid by the camp for all placed participants on the program. The J-1 visa permits you to enter the U.S. and legally work for 9 - 11 weeks plus a 30 day grace period for travel only (if you apply as Support Staff, then you can continue to work till the end of your University Break Date). You are responsible for checking all the information on your visa and reporting errors to CCUSA office in Warsaw. Contact your local CCUSA office for more information on these procedures. The U.S. Consulate may charge a fee for booking your Consulate interview, which will be passed onto you.
- If accepted, you will receive the CCUSA Health History form to be completed and signed by your physician for you to take to camp. Failure to complete this form in your home country may result in your termination or you may be required to pay for a medical examination in the U.S, which can be expensive and not covered by your insurance. Some camps require specific inoculations. If so, the requirements will be indicated on your Placement Report.
- In order to facilitate your communication with CCUSA while on the program, you must check your "Footprints" account and also provide CCUSA with an up-to-date e-mail address that you access on a weekly basis from the time you apply to the time you complete your trip to the U.S. CCUSA will not be held responsible from problems arising from failing to check your e-mail or footprints regularly or failure to notify CCUSA of 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.
- If you or your parents are or have been US passport holders or US Citizens, or you were born in the USA you will not be eligible for the program (contact your local office for other program options).
- Your passport with your approved US visa will be sent to you via overnight mail. This will be sent to the address that CCUSA has on file for you. You will be required to pay for the cost of this overnight mail. It is your responsibility to notify CCUSA if your address has changed or you require it to be sent to a different address.

Refund Policy

- The application fee is only refundable if you are not accepted to the program.
- If you cancel after attending your CCUSA interview and prior to your acceptance to the program, you will be refunded US\$75 of the application fee (US\$25 goes to administration and interviewing costs). Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
- The acceptance fee will not be refunded if you cancel from the CCUSA program after acceptance.
- Once accepted to the program, if you change any information on your application that CCUSA feels will affect finding you a placement at a camp, CCUSA reserves the right to withdraw your application from the program; in this case there is no refund of any fees.
- If you cancel due to life-threatening illness or a life-threatening illness or death of a parent or sibling (Medical Certificate required and approved by CCUSA), you will receive a refund of your acceptance fee (less any flight cancellation fees). A written cancellation notification and the Medical Certificate documenting the illness must be received within 10 days of cancelling to qualify for a refund. No refunds will be made for pre-existing conditions.
- Fees incurred for obtaining your criminal background check, medical examination and visa processing are not refundable.
- The US\$35 SEVIS fee, if paid at the time of your cancellation, will be deducted from any refund owed to you. If you are not owed a refund and the SEVIS fee has been paid, you will owe CCUSA US\$35 for the SEVIS fee.
- If you cancel from the program (for any reason) once you are placed and your international flight has been booked by CCUSA, you will be responsible for all flight cancellation fees as imposed by the airlines.
- If you are not placed by June 30th, 2008 you will be cancelled from the program. Upon the return of your DS2019 form to CCUSA you will receive a full refund of the fees paid to CCUSA. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.





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- In the event the U.S Government rejects your visa application in your home country, only US\$245 of the acceptance fee is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of residence. 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. No refund of fees will be issued if you apply outside your country of residence, or if your visa is rejected due to criminal record. If you have not applied for your visa at least 15 days prior to your date of availability, or if the US government does not issue your visa by the date of our last arrival orientation in the USA, your participation in the program will be cancelled and no refund will be given.
- If you cancel for any reason, your DS2019 visa application form must be returned to CCUSA before any refunds can be issued.

Travel to Camp

- You must arrange and pay for your own transportation to the designated CCUSA departure airport.
- Return international travel from the CCUSA designated airport to the U.S. is arranged and paid for by CCUSA. Transfer from the U.S. arrival airport to the orientation site is provided for all CCUSA group flights. Your flight date is chosen by CCUSA and your camp director to coincide with the start date of camp.
- If CCUSA has to change your international outbound flight date to the U.S. due to you not being able to make the flight (for example due to exams, sickness, missing the flight or failure to gain your J-1 visa in time), you will be responsible for all flight change costs.
- CCUSA arranges for one a mandatory nights accommodation at the arrival orientation site. You must attend a mandatory three-hour CCUSA group orientation. Breakfast is provided by CCUSA.
- In conjunction with CCUSA, your camp arranges and pays for your one-way travel to camp from the orientation site. You are responsible for return travel back to the orientation city after camp for your return international flight.

Return International Flights Home:

- You are required to login to your "Footprints" account to request your return international flight date within 72 hours of being notified via "Footprints" of your placement. If you are not placed by May 10th, you will be required to request your return international flight date on the day you are notified via "Footprints" of your placement. Failure to request your return flight date will result in CCUSA allocating you a set date. This will be based on the end availability date on your application form. If this is past your visa end date, your flight will be the last day of your visa. To change your flight after this will incur a fee.
- Flight date changes are subject to airline fees, and can cost over US\$200.
- All return flight changes will be processed through "Footprints" based on availability with the airlines and a mandatory 7-day advance notice.

During the Summer

- The standard resident camp season is nine weeks (eleven weeks for day camps) and your employer contract will begin on the camp's general staff orientation date. Some camps exceed 9 or 11 weeks. In these cases, you will be required to work at camp until the assigned end date (camp contract takes precedence over the 9 to 11 weeks specified by CCUSA in this program agreement). Failure to complete your contract will result in fees owed and cancellation of your J-1 visa. Failure to pay the fees owed at the time of your departure from camp will also result in the cancellation of all remaining insurance. Your age as of June 1st, 2008 and CCUSA course qualifications determine the amount of "pocket money" you receive for the initial 9 or 11 weeks of work. You will be paid by the camp director according to camp policy, prior to the last day of camp. Camps may withhold minimal federal and state tax from your pocket money. CCUSA offers a tax refund service for you to use. The camp pays a fee to CCUSA to cover administration costs associated with your recruitment, selection, placement, insurance, Sevis fee and supervision. This fee is not taken from your pocket money; however, it does form part of the total expenses paid by the camp.
- During the summer, you are entitled to a minimum of 24 hours off per week, of which 12 hours must be continuous during daylight hours. Support Staff are not allowed to work more than 10 hours in any one full day and/or 60 hours in one full week.
- You will earn a set amount of Pocket Money based on your age, your US skills/qualifications and the type of camp you work at.
For working the 9 week resident camp or 11 week day camp you will earn:

Counselor: Aged 18:	US\$750	Counselor: Aged 19-20yrs:	US\$910	Counselor: Aged 21 and over:	US\$1,060
CCUSA ARC Lifeguard 18yrs*:	US\$850	CCUSA ARC Lifeguard 19-20yrs*:	US\$1,010	CCUSA ARC Lifeguard 21+ yrs*:	US\$1,160
Support Staff:	US\$1,290	(*Only paid to those who attend and successfully pass the CCUSA courses in Los Angeles or New York)			

Additional Pocket Money you may be eligible for:

- US\$100 total: If you are placed as a Camp Counselor at a camp that is classified by CCUSA as a "Camp for People with Physical and/or Mental Disabilities".
- US\$30 a day: For each day you work as a Camp Counselor beyond the standard 9 or 11 week session (not including days off).
- US\$40 a day: For each day you work as Support Staff beyond the standard 9 or 11 week session (not including days off).

- Your camp will provide a bed, three meals a day and access to laundry facilities (facilities not always on camp property).
- Your personal expenses before, during and after camp are your own responsibility.

Post Camp Travel

- You are responsible for travel costs after camp including transportation, meals and accommodation. This includes travel costs to your U.S. departure airport for your return flight home or onward international travel.

Early Departures

- If you fail to fulfill the responsibilities of your position at camp or violate any camp rule or State or Federal law, your participation will be terminated and you must depart the USA. The following penalties will result: Payments paid to CCUSA will not be refunded; you will forfeit a pro-rated payment of your pocket money and you will owe CCUSA the pro-rated portion of the fee which would otherwise have been received by CCUSA from your camp (up to US\$1475 plus any related course fee and the US\$35 SEVIS fee). Your CCUSA J-1 visa status will be invalidated and if you fail to pay the remaining fees owed at the time of your departure from camp, your insurance will also be cancelled.

I fully understand that Camp Counselors USA - Poland, sp. z o.o. company with its seat in Poznan as well as its representatives are authorized to represent CCUSA Inc. with regards to the payments clearing and execution proceedings of all due amounts resulting from the 2007 Camp Counselors USA Program Agreement - Poland

I also understand that I sacrifice privacy and comfort, work long and demanding hours and must adhere to camp policies which may be limiting and not necessarily reflect my way of living (curfews, time on/off, no smoking, no alcohol, etc.). My signature below confirms that I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is 100% correct. I understand that I am personally responsible for my contact with CCUSA and abiding by CCUSA procedures. All program matters will be dealt with by myself without a third party unless I authorize someone in writing. I allow CCUSA to send me program information and updates via email. I also allow CCUSA to forward my name, email address and postal address to our preferred travel agent, to other counselors who may wish to share a room for any travel options and to counselors placed at the same camp 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. California law applies to any disputes arising out of this agreement.

Name: _____ Signature: _____ Date: ____ / ____ / ____

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

Marielle den Hollander, President CCUSA

