



# 2008 Camp Counselors USA Returnee 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: a returnee program payment of US\$150 for Option 1 OR US\$545 for Option 2 (see below for more details), must be paid when you submit your online application form to CCUSA. All payments must be payable to CCUSA.
- Applications submitted and paid for after March 15<sup>th</sup>, 2008 incurs a nonrefundable US\$50 surcharge.
- You must mail your Police Check Form, this signed program agreement and its Polish translation and 1 visa photo to your local CCUSA office and an invitation letter, contract or email from your camp director stating you have been invited to return to camp and your proposed work dates. You must deliver all required documents to be accepted. Failure to do so may delay the further placement, visa and travel procedure.
- A returnee is classified as a person who is returning to the same camp and has worked at this camp within the past three years. If you have not been back to your camp within three years you will need to apply as a first time applicant, however you will receive returnee Pocket Money. Returnees applying for their third or more summer as a counselor must be aware of the 10% returnee rule. Additional documentation may be required.
- Your application form is a legal document. Any false, misleading or withheld information on your application or inappropriate behavior 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, contact details.
- 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 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 15<sup>th</sup> 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. You are responsible for checking all the information in your visa and reporting errors to the CCUSA office in Warsaw. The U.S. Consulate charges a fee of US\$100 (correct at the time of printing). 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 with a 30 day grace period for travel only. 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 paying for a medical examination in the U.S., which can be very expensive and is 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.
- 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.

## Option 1 (ROA)

- For a program payment of US\$150 you receive:
  - A current DS2019 visa application form
  - Three months worldwide travel insurance coverage
  - 24 hour support while in the U.S.
- Your camp must pay you a minimum of US\$1900 if you are a first year returnee. If you are returning as a second year returnee or more, your camp must pay you at least US\$2050. CCUSA will charge the camp US\$250 administration fee and US\$35 Sevis fee.

## Travel to Camp

- You are responsible for all international and domestic travel arrangements to and from camp.
- You are required to submit your travel to camp plans to CCUSA at least 4 weeks prior to your departure in order for us to activate your insurance policy. Be sure to include airline, flight number, date and time of arrival. If you are driving or being met and driven to camp we need this information for our records as well. You must notify your camp of your travel plans. CCUSA is not responsible for coordinating an airport pickup with your camp. Failure to notify CCUSA of your travel plans can result in the cancellation of your visa and insurance.

## Option 2 (R)

- For a program payment of US\$545 you receive:
  - A return international flight and one-way travel to camp from the orientation site (see "Travel to Camp" and "Return International Flights Home" below for details).
  - A current DS2019 visa application form
  - Three months worldwide travel insurance coverage
  - 24 hour support while in the U.S.
- Your camp must pay you a minimum of US\$1400 if you are a first year returnee. If you are returning as a second year returnee or more, your camp must pay you at least US\$1550. CCUSA will charge the camp US\$995 administration fees and US\$35 Sevis fee.

## 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 New York 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. Failure to show up at the orientation site to obtain your travel to camp details and tickets will result in a penalty taken from your pocket money to cover the cost of the travel arrangements.
- 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 a mandatory one night's 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.





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

### Return International Flights Home:

1. 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 10<sup>th</sup>, 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.
2. Flight date changes are subject to airline fees, and can cost over US\$200.
3. All return flight changes will be processed through "Footprints" based on availability with the airlines and a mandatory 7-day advance notice.

### Refund Policy

1. The program payment will not be refunded if you cancel from the CCUSA program after acceptance.
2. 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 program payment (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.
3. Fees incurred for obtaining your criminal background check, medical examination and visa are non-refundable.
4. 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.
5. Option 2 (R) - 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.
6. In the event the U.S Government rejects your visa application, only 50% of the program payment 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 of your home country. CCUSA cannot be held responsible for visa rejections. No refund of fees will be issued if you apply outside of your country of residence or if your visa is rejected due to a criminal record. If you have not applied for your visa at least 30 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 U.S., your participation in the program will be cancelled and no refund will be given.
7. If you cancel for any reason, your DS2019 visa application form must be returned to CCUSA) before any refunds can be issued.

### During the Summer

1. The standard resident camp season is nine weeks (eleven weeks for day camps), though 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 this program agreement). The amount of "pocket money" you receive for the initial nine weeks resident camp or eleven weeks day camp work is determined by your negotiations with the camp director and which option you choose. You will be paid by the camp director according to camp policy, prior to the last day of camp. Camps may withhold minimal state and federal tax from your pocket money. CCUSA offers a tax refund service for you to use. The camp also pays a fee to CCUSA to cover administration costs associated with your recruitment, selection, placement and supervision. This fee is not taken from your pocket money; however, it does form part of the total paid out by the camp.
2. During the summer, you are entitled to a minimum of 24 hours off per week, of which 12 hours must be continuous. Support Staff are not allowed to work more than 10 hours in any one full day and/or 60 hours in one full week
3. Your camp will provide a bed, three meals a day and will make laundry facilities and transportation off camp on days off available
4. Your personal expenses before, during and after camp are your own responsibility.

### Post Camp Travel

1. You are responsible for travel costs after camp including transportation, meals and accommodation. This includes travel costs to the orientation city for your return flight.

### Early Departures

1. 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 U.S. The following penalties will result: Payments paid to CCUSA will not be refunded; you will forfeit a pro-rated payment of your pocket money, you will owe CCUSA the pro-rated portion of the fee which would otherwise have been received by CCUSA from your camp and your CCUSA J-1 visa will be cancelled. Failure to pay the fees owed at the time of your departure from camp will also result in the cancellation of all remaining insurance.

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

