

# AIFS Australia Canada Programs

(Standard & Resort)

## Program Agreement

The American Institute for Foreign Study (Australia) Pty Ltd (hereafter referred to as “AIFS”) and its Canadian partner, SWAP Working Holidays (hereafter referred to as “SWAP”) will administer the AIFS Canada Program (hereafter referred to as ‘the Program’) as follows:

### Acceptance into Program

AIFS and SWAP reserve the right to refuse any Applicant who does not meet the Program’s eligibility requirements as outlined on the AIFS website: [www.aifs.com.au/](http://www.aifs.com.au/)

### Accuracy of Information

The Applicant agrees that all the information provided in the application is true to the best of their knowledge and acknowledges that any false or misleading information may lead to immediate dismissal from the Program.

### Placement Offers

The Applicant must be prepared to accept the placement offered by AIFS and SWAP. While every effort will be made to fulfil placement requests, AIFS and SWAP cannot guarantee that requests will be met.

### Dismissal from the Program

Certain circumstances could lead to the Applicant’s dismissal from the Program. If the Applicant loses their working holiday permit due to unacceptable behaviour, the Applicant’s Program will be automatically terminated:

- Excessive and continuous drunkenness or use of drugs that impacts your ability to hold a job.
- Any criminal offence, including driving offences.
- Working without a work permit.
- Any behaviour that would cause a deportation notice to be given.

AIFS and SWAP reserve the right to dismiss from the Program any Applicant who is deemed to be a danger to themselves or others, or whose conduct is deemed to be detrimental to the Program. In the event of such dismissal the Applicant will be fully liable for the costs of any onward airfare or any other expenses incurred as a result of the Applicant’s dismissal.

### Insurance

The Applicant is responsible for possessing comprehensive travel insurance for the full duration of the Program.

### Applicant Responsibility

- The Applicant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in Canada.
- The Applicant will take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.

- The Applicant is responsible for their own safety and to exercise caution and common sense at all times and be aware of local safety or health risks.
- The Applicant will be liable for any losses or damages caused to AIFS and SWAP and any other persons, and to indemnify these parties for all associated costs and expenses.
- The Applicant will be fully accurate and truthful in their Application.
- The Applicant understands the terms of the medical insurance coverage, including exclusions pertaining to pre-existing conditions.
- In the event that there are issues with the Applicant's duties or any part of your Program where the Applicant needs assistance, the Applicant must notify the in-country support team immediately in order to give him/her a chance to rectify the situation. In the event that the Applicant cannot obtain satisfaction from the in-country support team, a formal written letter must be submitted to the in-country coordinator and to AIFS, preferably by email (info@aifsaustralia.com) or by fax at (61 2 8235 7002). The Applicant may also submit a complaint by phone (61 2 8235 7000) if the Applicant does not have access to email or a fax machine or if the Applicant considers the issue an emergency. AIFS maintains a 24 hour, 7-day per week manned emergency number +61 (0)407 708 529 for this reason. AIFS Australia and our overseas partner can resolve most issues by simply contacting the local staff on your behalf. We will take all necessary steps to solve any problems you are having. This procedure must be followed for AIFS Australia and our overseas partner to consider all aspects of the issue you raise.

### **Travel**

All travel before, during and after the Program is at the Applicant's own risk. Any Applicant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance and does so at his or her own risk.

### **Criminal Police Check**

The Applicant must provide AIFS with an Australian Federal Police Clearance Certificate. AIFS reserves the right to cancel a placement if information obtained from the Australian Federal Police Clearance disqualifies the Applicant from the Program. In this event no refund will be owing.

### **Fees**

AIFS and SWAP will facilitate the Applicant's placement in exchange for payment of the Program fee. An initial payment of \$100.00 must be made before the Applicant's application is sent abroad, with the remaining balance due within 30 days of the Applicant's final invoice being sent from AIFS. Final Payments not made by the due date may result in cancellation of the Applicant's application. Credit card payments will attract a 2% surcharge.

### **Refund Policy**

- If the AIFS Standard Work in Canada Program is cancelled prior to departure, all payments, less AUD\$100.00, will be refunded to the Applicant. Please note: If AIFS is successful in placing the Applicant on the AIFS Canada - Resort Program, and the Applicant declines the placement, or the Applicant fails to receive a placement after a maximum of 3 interviews organised by the Canada office, then the Applicant does not qualify for any refund.
- The initial payment of \$100.00 is otherwise non-refundable for any reason.
- No exceptions can be made to this policy regardless of the circumstances.
- Applicants are strongly advised to purchase trip cancellation insurance.
- All cancellations must be made in writing. Email transmission is acceptable. AIFS does not accept cancellations by telephone. If the Applicant chooses to cancel from the Program, the cancellation will become effective from the day AIFS receives this notification.

- If the Applicant is on the AIFS – Resort Program and have received a placement, there are no refunds if the Applicant cancels for any reason after the Applicant has been placed and after the balance has been paid.
- If the Applicant cancels on the Program start date or after the Program start date, there are no refunds to any portion of the fees the Applicant has paid.

### **The Applicant Program Fees**

- a) Payments to AIFS are currently
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|------------------|---|
| Application Fee: | \$100 – Due when submitting an application (non-refundable) |
| Assessment Fee:  | \$495 – Due 30 days after invoice sent by AIFS              |
| Resort Fee:      | \$400 – For Resort Program only                             |

**Total AIFS Canada Standard Program Fee: \$595**

**Total AIFS Canada Resort Program Fee: \$995**

### **PLUS – Third Party Fees:**

- **Approximately \$42 AFP check cost (payable to the Australian Federal Police) – Due when the Applicant submits their application.**
- **Approximately \$250 for your Canadian Work Permit/Visa (payable to the Canadian Consulate General) – Due when completing the visa application process.**
- **Flight costs.**

### **Program Extensions and changes**

- If the Applicant changes the dates or any details concerning the Program, by contacting AIFS at least 60 days before your start date, the Applicant will not incur any additional charges.
- If the Applicant changes the departure date after having purchased insurance through CareMed, the Applicant may not receive a refund pertaining to the insurance.

### **Important matters you must understand**

- The Applicant may be dismissed from the Program at any time if AIFS, SWAP or governmental authorities determine that the Applicant’s continued participation would be detrimental.
- Living conditions may be very different from what the Applicant is used to, and may be far from transportation and other amenities.
- The Applicant is responsible for the airfare to Canada or other charges resulting from cancellation or change in the Applicant’s Program, regardless of the cause.
- AIFS sometimes relies on SWAP for information regarding our Programs; while this information is believed to be accurate, AIFS makes no representation or warranties about the accuracy of this information.
- Applicants must accept their Resort placement unless they have a valid reason to decline, issues with the adequacy of the accommodations (such as a shared bedroom), is not reason enough to decline.
- Some placements may involve working with children and therefore may require criminal background checks.
- We reserve the right to cancel a placement if information is found that disqualifies the Applicant from a certain Program.
- If the Applicant chooses to leave the Program early, they must notify SWAP and AIFS. Neither SWAP nor AIFS will be responsible for the Applicant or any additional costs the Applicant may incur by leaving the Program early.

- It is the responsibility of the Applicant to obtain all necessary documentation to enter the country and travel to, from, and within the Program. This documentation can cost extra money and may take several weeks.
- AIFS and SWAP are not liable for cancellation, alteration or delay caused by circumstances beyond its control, such as threat of war, sickness or quarantine, crime, terrorism, weather, acts of government, or acts of God.

**Declaration**

I confirm that the statements contained in this application form are accurate to the best of my knowledge, and I have read, understood and accept the Terms and Conditions of AIFS and SWAP. I agree to abide by the rules of the Program.

I understand and accept that there are risks of injury associated with my participation in this program. I agree, as a condition of being allowed to participate on this Program, that I freely and voluntarily assume all risks of injury, death or property damage and release AIFS and its owners, agents, employees, directors and officers from any liability for personal injury, property damage or death, which results in any way from negligence.