

Your agreement on the declaration section of the *Summer Camp USA* Application Form indicates that you have read and agree to abide by these conditions. If you are applying as a specialist soccer coach or with a contract-in-hand as a direct placement counsellor, please refer only to sections 21-26.

Registration fees

1. The total BUNAC registration fee (from 1 November, 2009) is £359/€399, and includes insurance. The fee is paid in three instalments. A deposit of £25/€30 is required at the time that you book your *Summer Camp USA* interview. This deposit is refundable only if BUNAC rejects your application after interview, or if you contact BUNAC more than 10 days before your interview date to advise us that you will not be attending.
2. A second payment of £144/€159 (£174/€192 after 1 March, 2010) must be paid when you attend your interview. BUNAC reserves the right to refuse an interview if this payment is not made. This portion of the registration fee is refunded if you withdraw your application at interview, if BUNAC rejects your application or if BUNAC has not placed you by May 7th, 2010 (see also Clause 7b below). A BUNAC membership fee of £5/€6 is also payable at interview (unless you are able to show the interviewer a current membership card). Please note that the membership fee is not refundable.
3. A final payment of £185/€204 is due once a placement at a camp is notified to you (a credit of £72/€80 is applied to this payment if an interview was booked prior to 1 November, 2009). This final payment is submitted to BUNAC with a flight and insurance booking form (see also Clause 7 below).
4. All applicants are required to submit a background check. Residents of England and Wales apply via BUNAC for an Enhanced Disclosure and must pay to BUNAC the fee levied by the CRB for this process (currently £36). This fee is payable at interview and is non-refundable once the applicant is accepted on to the programme and the Disclosure application submitted to the CRB. Residents of Scotland apply via BUNAC for an Enhanced Disclosure through Disclosure Scotland. There is currently no charge for this document. Residents of Northern Ireland apply via BUNAC for a background check through Access NI and must pay BUNAC the fee charged (currently £30). Residents of all other countries must obtain an equivalent Police Background Report from their home country.
5. If you have been referred to a specific camp but that camp does not confirm a placement for you, you will be entitled to a refund of £45/€50 if you decide you do not want BUNAC to try to place you at another camp.
6. If, after your interview, you withdraw your application for any reason before May 7th 2010, you will be entitled to a refund of £45/€50. If you fail to provide a completed dossier (including acceptable references) within six weeks of your interview date you will be deemed to have withdrawn from the programme and BUNAC will cancel your application and make a refund of £45/€50.
7. The entire registration fee (up to the amount paid at that time) is forfeit if you:
 - a. refuse to accept a placement which accords with the information provided and preferences indicated by you on the *Summer Camp USA* application form;
 - b. cancel after a placement has been found, even if news of that placement has not reached you at the time of cancellation. This applies too if we find a job for you before May 7th but you do not hear about the job until after May 7th. If you take the option of waiting for placement beyond May 7th, these conditions will extend to the new deadline. A refund of £45/€50 will be given if you are not accepted on to the programme by the US sponsor. If you have been accepted by the US sponsor and are then refused a visa by the US Embassy, a refund of £45/€50 will normally be made. If the US Embassy refuses a visa on the basis of information which has not been declared to BUNAC, no refund will be made. There is no refund on the amount paid directly to the Embassy for visa processing.

Separate cancellation fees apply to flights. Please refer to Clauses 16, 17 & 18 below.

8. If BUNAC accepts your application and subsequently a police background check or Disclosure reveals any criminal record (including spent convictions, cautions or reprimands) which was not declared on the *Summer Camp USA* application form, BUNAC reserves the right to cancel your application and participation and no refund of any monies paid will be made.

Salaries, Flights and Travel

9. All first time applicants must take BUNAC's insurance policy. All first time applicants (except direct placement applicants if they choose otherwise) travel to North America on a BUNAC flight.
10. The programme is structured so that the majority of the programme expenses, including the cost of the transatlantic flight, are loaned to participants by BUNAC. The loan is repaid to BUNAC by the camp on your behalf once you have completed your contract.
11. Provided that you complete your camp contract, you receive a minimum net in-hand salary according to your age on 1st June 2010. For someone aged 18 this amount is \$790; for ages 19 or 20, the amount is \$985; for someone 21 or over, the amount is \$1215.
12. All applicants must provide a third party financial guarantor. You and your guarantor must sign a BUNAC Loan and Guarantee agreement once you have been accepted onto the programme. Anybody who cannot provide an acceptable third party guarantor (normally a parent or other close relative who is resident in the UK or Ireland) has the option to pay BUNAC the amount of the loan (\$1590) prior to travel. This will be refunded provided that the participant completes the contract at camp.

13. The guarantor's liabilities are limited to the amount due from the camp (\$1590) plus any additional costs for travel to an arrival airport other than New York plus any other expenses BUNAC has incurred (including the US Government SEVIS fee of \$35) on the participant's behalf which BUNAC cannot recover as a result of the participant's failure to complete the contract FOR ANY REASON.

14. You will be asked to complete a flight booking form once your placement has been confirmed. Your outward flight date is dictated by the start date of your camp and you choose your homeward date from the BUNAC flight programme. You are responsible for your travel to your designated departure airport. The cost of travel from your US/Canadian arrival airport to your camp is included as part of the BUNAC travel package. You may be required to pay for public transport to get to camp and the cost of this will be reimbursed to you by the camp.

15. You are responsible for the cost of any post-camp, personal travel and for arranging and paying for your travel from camp to the airport for your return flight. Return flights are from New York. Even if your outbound flight is to an airport other than New York you must travel to New York for your homeward flight. Full information on flights will be available from January 2010.

16. If you cancel from the programme after you have submitted a flight booking form but more than 21 days before your outward flight date, you will be charged a cancellation fee of £175/€190 plus any airline penalties imposed upon and paid by BUNAC.

17. If you cancel within 21 days of your booked flight or once the tickets have been issued, whichever is sooner, the cancellation charge will equal the full Loan and Guarantee amount of \$1590.

18. If, on receipt of a flight booking form, BUNAC books a flight in accordance with information you supplied, you must take all reasonable action to ensure that you remain able to travel on this date. This includes but is not limited to booking the embassy visa appointment without delay when advised to do so by BUNAC and attending the US Embassy at the specified time with all the correct paperwork. In the event that you fail to do so and are not able to travel on the booked flight, BUNAC reserves the right to pass on any financial penalties imposed by the airline plus an additional administration fee of £75/€85.

19. BUNAC reserves the right to terminate the programme application and participation of (and any travel arrangements for) any person whose conduct or behaviour is disruptive or inappropriate. No refund will be made. If you are denied boarding by an airline due to disruptive behaviour or as a result of being considered by the airline to be under the influence of drugs or alcohol, or for any other reason, BUNAC reserves the right to treat this as a cancellation and full cancellation charges will apply.

Early departure from camp

20. If you fail to complete your contract and leave camp early either voluntarily, or through illness, or because the camp terminates your contract, or for **any other reason**, you or your guarantor may be liable to pay BUNAC up to the full amount of the Loan and Guarantee agreement, \$1590, plus any costs incurred by BUNAC including any as a result of rescheduling your homeward flight.

The amount payable will be calculated pro rata for the time worked. If you leave camp for any reason before the children arrive, the full Loan and Guarantee amount is payable on demand. BUNAC will fly you back to the UK provided that payment has been made. Arranging your own travel home will not result in any reduction to the amount owed to BUNAC.

Specialist soccer camp coaches and direct placement counsellors only

21. The programme is structured differently for applicants who hold a pre-arranged contract, either with a summer camp or specialist soccer company. Applicants pay the registration deposit of £25/€30 when they book their interview and a balance of £60/€66 at interview (£97/€107 after 1 January, 2010), which includes the £5/€6 BUNAC membership fee. Please note the membership fee is not refundable. The deposit is refunded only if BUNAC rejects your application or if you contact BUNAC more than 10 days before your first choice interview date to advise us that you will not be attending.

22. All applicants are required to submit to a background check. Residents of England and Wales apply via BUNAC for an Enhanced Disclosure and must pay to BUNAC the £36 fee levied by the CRB for this process. This fee is payable at interview and is non-refundable once the applicant is accepted on to the programme and the Disclosure application has been submitted to the CRB. Residents of Scotland apply for an Enhanced Disclosure through Disclosure Scotland via BUNAC. There is no charge for a Disclosure issued in Scotland. Residents of Northern Ireland apply via BUNAC for a background check through Access NI and must pay BUNAC the £30 fee charged. Residents of all other countries must obtain an equivalent Police Background Report through their home country.

23. If you cancel your application after interview but before your DS-2019 is issued, a refund of £25/€30 will be made. **If you cancel your application after your DS-2019 is issued there is no refund.** If you fail to provide a completed dossier (including acceptable references) within six weeks of your interview date you will be deemed to have withdrawn from the programme and BUNAC reserves the right to cancel your application and make a refund of £25/€30. A refund of £25/€30 will be given if you are not accepted onto the programme by the US sponsor. If you are accepted by the US sponsor and are then refused a visa by the US Embassy a refund of £25/€30 will normally be given. If the US Embassy refuses a visa on the basis of information that was not declared to BUNAC, no refund will be made. There is no refund on the amount paid directly to the Embassy for visa processing.

24. If BUNAC accepts your application and subsequently a police background check or Disclosure reveals any criminal record (including spent convictions, cautions or reprimands) which was not declared on the *Summer Camp USA* application form, BUNAC reserves the right to cancel the application and participation and no refund of any monies will be paid.

25. The BUNAC insurance policy is a compulsory part of the programme for summer camp applicants and you pay for it after you have been accepted on to the *Summer Camp USA* programme. However, by prior arrangement with BUNAC, some soccer organisations provide insurance as part of their own package and indemnify BUNAC accordingly. In this case (only) applicants are not required to take the BUNAC insurance policy. Please check with your soccer organisation or BUNAC if you are unsure if this applies to you.

26. If you are applying as a direct placement counsellor you can choose to fly with BUNAC or make your own flight arrangements. If you travel on the BUNAC flight programme you do not pay for the flight up front but must provide a 3rd party guarantor and have \$1590 deducted from your total camp salary (please refer to clauses 12-20 above for conditions regarding BUNAC flights and programme guarantors). If you travel independently, there is no deduction to BUNAC from your salary. Specialist soccer coaches can only be Own Arrangers.