

Terms and Conditions 2011

IMPORTANT INFORMATION

The following definitions are used: "BUNAC"/"We" refers to BUNAC Travel Services Limited. "Programme" refers to Teach & Travel China. "You"/ "the participant" refers to the person named in the programme application. "Host"/"co-operator"/"partner" refers to the supporting organisation in the destination country.

1 PROGRAMME REGISTRATION

To register for a programme you must complete the application form and provide payment (see point 2. below) no less than ten weeks before your intended programme start date. BUNAC will then send you the Teach and Travel China Application pack to complete. We will also invite you to attend an interview. Your acceptance on to the programme will be based on your application, interview and upon receipt of two references. Confirmation of your place will be made in writing. BUNAC reserves the right to reject any application. In such cases notification will be made in writing and all monies paid will be refunded. Your application is accepted on the understanding that you realise the challenges involved in this kind of volunteering adventure including inconvenience, discomfort and possibly illness (see point 11. below). If you wish to transfer your departure date to a later programme, there will be a £35 programme transfer fee. Any such request for transfer must be made in writing at least eight weeks prior to the original departure date and will be subject to availability. Transfer requests received within eight weeks will be subject to additional transfer charges.

2 PAYMENT

Applications made within 12 weeks of the departure date will require full programme payment. Applications made more than 12 weeks ahead of the departure date can either include full payment or a minimum deposit of £400; any remaining balance will be due no less than 8 weeks before departure. BUNAC is a members' Club. The annual membership fee of £5 is included in your programme cost. The programme cost is based on taxes, user fees, partner costs, fuel charges and rates of exchange applicable at the time of publication and may be subject to adjustment at any time. Any change may be passed on at cost to all participants before departure. If the increase is more than 15% of the original price published herein, the participant shall be entitled to cancel the booking and have the full cost refunded (with the exception of any visa fee payment which is retained by immigration) provided written notice is received by BUNAC within ten days of the date on which BUNAC mails the notification of such charges.

3 MEDICAL

You must complete the Interhealth on-line health screening prior to departure. Information given to Interhealth will be treated in confidence and you must answer all questions honestly and truthfully. Failure to do so may affect your insurance and may result in your cancellation from the programme. If the health screening reveals something that in the opinion of the Interhealth medical officer and/or BUNAC, may put you or anyone else involved in the programme at risk BUNAC reserves the right to cancel you from the programme. Interhealth will provide you with a detailed list of recommended health precautions and inoculations. It is your responsibility to arrange and pay for inoculations prior to your trip. The cost of the health screening is included in the overall programme cost.

While on the programme BUNAC, its partners or affiliates may, without liability or expense to themselves, take whatever action they deem appropriate with regard to your health and safety and may refer you to a doctor or place you in a hospital or health-related facility for medical services and treatment.

4 POLICE REPORT

Prior to travel you must complete a Basic Disclosure polic check through Disclosure Scotland. BUNAC will provide guidance on how to apply for this.

5 PLACEMENTS

By applying to the programme you confirm that you understand the duties and functions of an English Language teacher and are committed and able to teach English in China for the programme period specified.

School placements will be allocated during the 4 week TEFL training period. Placements will be subject to successful completion of the TEFL training.

6 ACCOMMODATION

Due to the countries in which the placements are located, the standards of accommodation and hygiene will be in accordance with local standards and may be below Western standards. These facilities may sometimes be very basic.

7 VISAS

Visas are issued at the discretion of the appropriate Embassy or High Commission. Visa applications will be made through BUNAC, the host organisation or directly via immigration. BUNAC will provide application information and guidelines to help you through the visa application process.

8 TRAVEL

You must book a return or onward flight and provide evidence of the booking prior to travel. You must arrive to coincide with the planned orientation meeting.

9 INSURANCE

You must purchase the BUNAC travel insurance prior to departure. BUNAC requires that you purchase cover for your whole trip as per the dates given to BUNAC. The period of insurance can be extended whilst you are away. This is done through BUNAC's London office and payment for the new period of insurance MUST be made prior to the expiry of the original policy. Policy extensions will not cover the re-occurrence of a condition or situation for which a claim has already been made on a previous period of the insurance. Insurance prices are reviewed annually and premiums/cover may change. Full terms and conditions are given in the Insurance Certificate.

10 VOLUNTEER CONDUCT

By joining this programme you agree:

- To abide by the programme conditions as listed here, within the Teach and Travel China Handbook and within the Code of Conduct
- To act in a professional and courteous manner at all times
- To become familiar with and adhere to the local laws and customs of the country that you visit
- To adhere to the Co-operator regulations and norms with reference to acceptable behaviour, timetables and dress code
- Not to act in any manner likely to bring the placement, the programme, BUNAC or the local Co-operator into disrepute.
- Not to accept any other form of paid employment in China for the duration of your programme.

Any transgressions may result in you being removed from the programme. The decision to take such action will be made by BUNAC and the local Co-operator and will be confirmed to you verbally and in writing.

11 RISKS

The principle of this type of travel is to provide volunteers with a real life experience of China. It is a fundamental condition of joining this programme that you are willing to acknowledge and accept these potential challenges. A number of risks relating to the experience have been highlighted below:

TRAVEL

Driving standards can be inconsistent. Our programme literature and the arrival orientation will explain the best practice to minimise the likelihood of accident on the roads.

ACCOMMODATION

Accommodation in China is not regulated to the same extent or standard as in the UK. The volunteer housing is basic but adequate.

MALARIA

Malaria is found regionally in China. Major cities and the main tourist areas of China are considered low risk. However, if you intend to travel around the country you should check the risk and take appropriate precautions.

WATER

It is not safe to drink tap water in China. Volunteers should only drink filtered or boiled water which can be purchased throughout China. Filtered water is available at the programme accommodation.

TRAVEL HEALTH

All volunteers must seek and follow medical advice prior to departure either through Interhealth, another recognised travel health advisory centre or their GP. Volunteers agree to take all possible preventative measures to minimise the chance of illness.

12 PROGRAMME PERIOD, PROJECT TIME, DOWNTIME AND PERSONAL TIME

This programme provides a lot of flexibility and the degree of support that we are able to offer will vary depending on your status in China. We have defined the different possibilities as follows:

PROGRAMME PERIOD

The first official day of the programme, normally identified as the first day of orientation until the last day of programme, normally identified as the last day of your pre-paid programme accommodation.

PROJECT TIME

While you are attending your volunteer project. During this time you will have access to direct support through the project supervisor.

PERSONAL TIME

The time when you are not taking part in the project but you are still under the supervision of the programme team. For example, trips organised as part of the orientation, lunch breaks whilst on project or time that is spent in the programme arranged accommodation.

DOWNTIME

A significant period of your trip will be Downtime (weekends, days/afternoons off, evenings and post programme travel). Downtime is the time when you are not officially under the jurisdiction of the programme.

No matter what your status while in the country you should always adhere to the BUNAC Volunteer Code of Conduct.

13 PERSONAL INFORMATION

Your personal records will be treated confidentially. However, the nature of the programme requires that your application documents and medical forms are sent to the host organisation in your destination country. Your email and telephone number will be passed on to participants travelling at the same time as you. If you would prefer to withhold this information please indicate this on the application form. BUNAC's US office also operates volunteer programmes and where UK and US arrivals coincide we may include contact details for US participants.

Please note that BUNAC will not, under any circumstances, forward your details on to any other companies, travel-related or otherwise.

14 CANCELLATION

Once you have made a programme application the following cancellation charges will apply:

- If you withdraw your application before the interview date, the cancellation charge will be £25
- If you cancel within 7 days of attending your interview, the cancellation charge will be £35.

Otherwise the following cancellation charges will be applied to the payments made in respect of the registration fee:

Period before intended programme start date	Cancellation charge
More than 56 days	20%
56 to 43 days	30%
42 to 29 days	60%
28 to 7 days	80%
Within 7 days (or if you fail to join the trip)	100%

Visa fees are not refundable once a visa application has been made.

Notification of cancellation must be made in writing and is effective only from the day that it is received by BUNAC, even if telephoned beforehand.

15 EARLY DEPARTURE

If you leave the programme early or if you overstay your visa you will forfeit any completion bonus that would have been due to you.

16 GENERAL

Information is correct at the time of going to press. BUNAC will make every effort to maintain its published programmes and to minimise the effects of matters outside its control. We cannot however accept any liability for these matters. They include, but are not limited to, terrorism, political disputes, borders or airport closure, refusal of visa, industrial actions, delayed flights, airline failure, schedule changes, extreme climates etc.

Complaints: If you wish to complain about any service provided by BUNAC, its partners, co-operator, affiliates or agents, you must first inform the supplier of the service in order to give them the chance to rectify the problem. If the supplier does not satisfactorily rectify the problem, you must put your complaint in writing to the supplier and at the same time inform BUNAC Programme Manager by e-mail or in writing. BUNAC will do its best to rectify the problem. If you are still unhappy with the way that your complaint has been addressed you may escalate it to the UK Director. No complaint will be considered if the above procedure is not followed.

BUNAC and its partner reserve the right to use any images taken of you by either BUNAC or its partner whilst you are on the programme.

This booking by whomsoever and wheresoever it may be made is subject to and shall be governed and construed according to the Law of England.

Aug 2011

DECLARATION

I, the undersigned, have read, understood and agree to be bound by the terms and conditions above.

Signature

Date

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Please note, the information in this publication is believed to be correct at the time of printing. Any errors or omissions are deemed to be inadvertent and beyond our responsibility.