

Terms of Participation and Participant Code of Conduct

Participation in a practical training program arranged by Cultural Vistas Inc. and its partner organizations is contingent upon acceptance of the following conditions and code of conduct. For programs in Germany, your program is administered by Cultural Vistas Inc., together with its partner Cultural Vistas gGmbH (hereinafter collectively referred to as “Cultural Vistas”).

Please carefully read the information below and return the signed agreement (page 5) to Cultural Vistas. Be sure to retain a copy for your records.

I. Financial Responsibilities

I understand, and agree to be bound by, the following provisions relating to my fiscal responsibilities:

- I am responsible for all transportation costs associated with the program, unless they are explicitly included in the administration fee for the program.
- I understand that even a paid internship may not cover all of my expenses, and therefore I am responsible for providing my own funds to help cover expenses for the duration of my program.
- Cultural Vistas and its partner organizations will assist me in my search for housing while abroad, however, I am ultimately responsible for securing my own accommodations, entering into any housing agreements, and abiding by the conditions contained therein, including, but not limited to, the rent.
- I am responsible for all debts incurred by me during my stay abroad, including, but not limited to, monies advanced to me by companies sponsoring my work internship; rents and other housing or moving charges; telephone and other utility bills; medical charges not covered by insurance; and fines or legal penalties imposed upon me in the host country. If I fail to pay any outstanding debts before leaving the host country, I understand that Cultural Vistas will share this statement and the information contained therein with the appropriate authorities and/or parties.

II. Physical and Psychological Fitness - Medical Insurance

1. The participant acknowledges that he or she has disclosed any physical or medical impairments that may impact the administration of his or her program. Incomplete or untrue statements made by the participant concerning his or her physical or mental condition can lead to expulsion from the program, even after arrival in the host country.
2. Medical conditions, which exist prior to arrival in the host country, *must* be covered by participant-funded insurance for the entire duration of the program. Pre-natal care and psychological counseling may be excluded from a program-provided insurance.
3. The participant acknowledges that, while we do make recommendations, Cultural Vistas cannot be held accountable for assuring that the participant is adequately covered by supplemental insurance.
4. Cultural Vistas and its partner organizations bear no liability for any financial obligations that the participant may incur due to lack of coverage outside of program-provided insurance. Participants are obligated to pay all medical costs not covered by a program insurance at the time they are incurred, even if no reimbursement is awarded from an additional insurance company.

III. Arrival and Departure

Participants are responsible for arranging their travel to and from the host country (unless otherwise stated in the program description) in order to attend scheduled orientation seminars and complete the internship according to the dates prearranged by Cultural Vistas and communicated to the participant. Failure to adhere to the stipulated dates may result in termination of the participant's program.

IV. Official Permits for Travel and Residence

1. The participant is responsible for adhering to any and all official regulations pertaining to his or her arrival, stay and departure in the host country. In Germany, he or she is obligated to register with the residents' registration office upon arrival (*Anmeldung*) and before departure (*Abmeldung*) from each and every residence in Germany. Cultural Vistas and its partner organizations will provide assistance and information wherever possible, but the participant is ultimately responsible for registering and de-registering from each residence.
2. Cultural Vistas cannot arrange for the issuance of work and residence permits outside the program or for the extension of the participant's stay in the host country beyond the duration of the scheduled program, unless otherwise stated in the program description.
3. If a participant decides to remain in the host country after completion of the Cultural Vistas program, he or she does so at his or her own risk, responsibility, and expense. The former participant is responsible for clarification of all questions concerning his or her right to live and work or study in the country.
4. Some host countries require work permits/visas. Cultural Vistas will work with each participant requiring a work permit or visa to ensure proper procedures are followed. In the unlikely event a work permit and/or visa is not granted by the host country's government, the participant can no longer complete his or her internship and must return to the United States or his or her home country. Should the participant be in the host country at the time of the denial, he or she is required to leave the host country as directed by the host country's regulations and/or any official communication received in regards to a denial.

V. Internship

1. Cultural Vistas will find a suitable internship for each participant in its placement programs. The internship is intended to conform to the participant's previous schooling, training, professional experience and language skills. **The participant is obliged to follow up on any leads provided by Cultural Vistas.**
2. If a participant does not accept an internship offer arranged by Cultural Vistas, or does not complete the internship as expected by the host company, Cultural Vistas reserves the right to exclude the participant from further participation in the program and no refund will be issued.
3. It is the participant's responsibility to inform Cultural Vistas of any problems experienced while interning at the designated host company. If Cultural Vistas is not informed by the participant of any potential problems or difficulties at the internship, Cultural Vistas cannot be held responsible for the early termination of the program on the part of the participant, or his or her expulsion by the organization.
4. Changing internships once in the host country is permitted only in extreme cases and then only with prior consent from Cultural Vistas.

VI. Participant Reports/ Evaluations

1. The participant is obligated to submit a final report/evaluation on his or her experiences during the program.
2. Cultural Vistas and its program partners are permitted to publish these reports/evaluations in part or full.

VII. Language Courses (*Specific to Programs in Germany*)

Should Cultural Vistas determine that a language course is necessary in order for a participant to complete his or her internship, they will arrange for the participant to take part in a German language course administered by Cultural Vistas. The language course is designed to enhance participants' language and intercultural understanding skills in order to support them in their internship.

VIII. Code of Conduct

1. Participants are obligated to complete the program and to take part in any and all program sections planned. Premature termination is only possible in special cases (e.g. in the event of a death in the immediate family or serious illness of the participant).
2. In the event of a premature termination of the program on the part of the participant, or his or her expulsion by the organization responsible for administering the program for reasons for which the participant can be held accountable, Cultural Vistas, with the consent of its partners, *can require that a portion of the funds expended on his or her behalf be reimbursed by the participant, including any scholarships awarded and disbursed to the participant.* This is also true if the termination takes place before the participant has departed for the host country.
3. Violation of American or host country legal provisions, regulations of education facilities, institutions, and companies can result in the termination of the participant's program.
4. In the event that a participant's program is terminated by Cultural Vistas, he or she is expected to return to the United States or his or her home country within 10 days. If the participant decides to stay in the host country after his or her program has been canceled, he or she does so at his or her own risk, responsibility, and expense. Questions concerning the right to remain in the host country for whatever purpose must be clarified independently by the participant.
5. Participants are expected to behave in a professional manner in accordance with a business environment. While in a host country, participants act as "ambassadors" for the United States and are expected to behave accordingly.
6. The participant takes part in the program at his or her own risk and of his or her own volition. Cultural Vistas and its partner organizations cannot be held liable under U.S. law, the law of the participant's home country, or the law of the country or countries in which the program takes place for any damage or injury, such as injury to persons or damage to property, suffered or caused by the participant in the course of the program. Cultural Vistas and its partners undertake a variety of activities to adequately prepare its participants for their program abroad, including, but not limited to: information on health and safety issues in the host country, insurance issues, housing and accommodation, visa and residency requirements, political and cultural conditions in the host country, roles and responsibilities of partners and host companies, and select laws specific to the host country. Beyond this preparatory information, a range of issues related to a participant's overseas experience can occur and are beyond the control of Cultural Vistas and its partners.
Cultural Vistas and its partner organizations **cannot**:

- Guarantee or assure the safety of the participant or eliminate all risks from the participant's environment while abroad;
- Prevent the participant from engaging in illegal, dangerous, or unwise activities;
- Assure that home-country standards of due process apply in overseas legal proceedings or provide or pay for legal representation for a participant;
- Assume responsibility for the actions of persons not employed or otherwise engaged by Cultural Vistas, for events that are not part of the program, or that are beyond the control of Cultural Vistas and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information;
- Bear liability for any financial obligation that the participant may incur due to lack of adequate insurance coverage outside of any program-provided insurance;
- Assure that home-country cultural values, norms, and laws will apply in the host country.

Please sign and return this page, completed and signed, to Cultural Vistas at your earliest convenience.

I hereby attest that I have read and understood the Conditions of Participation and Liability Information listed above, and I accept them as binding for the duration of the program. I acknowledge and accept the limitations to the liability of the administering organization as listed above. I hereby release Cultural Vistas, Inc., its officers, directors, agents, partners, representatives, successors, and assignees from any claims and causes of action, heretofore or hereafter arising, known or unknown, by reason of violence or natural disasters affecting me or my property while participating in this program.

I agree that arbitration is the required and exclusive forum for the resolution of any and all disputes between me and Cultural Vistas, Inc., in accordance with the arbitration agreement posted online at <http://culturalvistas.org/legal#arbitration-agreement>.

Full Name _____

Signature _____

Permanent _____

Address in U.S. _____

Telephone Number in U.S. _____

Permanent Email _____

Date _____

By checking this box, I hereby authorize Cultural Vistas to share my e-mail address with other participants in the program. (This will allow participants to establish contact prior to the start of the program).