

## Professional Internship Program Terms and Conditions

2019-2020

Co-Aim International Education Exchange Ltd, a company incorporated in Hong Kong with registered number 1901205, and having its registered office at:

7/F, SPA Centre, No.53-55 Lockhart Road, Wan Chai, Hong Kong, hereinafter referred to as 'We' , 'Our' or 'Us' .

The participant, hereinafter referred to as 'You' or 'Your' , applied to us for an Internship Program whereby an internship placement at the host organization (hereinafter referred to as 'the host' ) and professional services are offered to you by us.

These Terms and Conditions serve as the Agreement between you and us and apply to all participants of Professional Internship Program. By submitting your application, you are entering the Agreement. By signing it in the space provided below, you acknowledge and agree to the following:

## Agreement

### A: Understanding

The Professional Internship program is a serious placement for you to gain skills and trainings in your desired field and is not a site-visiting or a tourist experience.

While we endeavor to ensure the best matched placement and high quality of our service, we ultimately have no control over the specific tasks, or the type or amount of work given by the Host. We ask you to manage your expectations accordingly before enrolling with us. You confirm that you are committed to completing the Program and will do so to the best of your abilities.

### B: Application and Visa

1. It is against the law if you provide any false information to the host or us. You will have all agreements automatically terminated once found to have done so and you are legally liable for any consequences.
2. You formally apply to us by paying a deposit or program fee and you are then assured an internship placement at your chosen field.
3. You agree to work closely with us to for a Chinese visa application. Depending on the location of your internship, the onshore conversion of visa may be required which we will assist with. The government visa fee is born by you.
4. If you cause the visa to be void during the internship or the legal binding relationship between you and the host to be ineffective, you

shall be responsible for the consequences and all related costs if acquiring a new visa.

### C: The Services, Fee and Refund

1. We secure an internship position for you by having the host issue a Confirmation of Internship which is signed or sealed by the Host and states the start date, duration, allowance, internship position and description. Your program deposit is non-refundable unless we fail to do so within 45 days of your payment.
2. The balance of the program fee must, unless an alternative schedule for payment is agreed in writing, be paid within 30 days of the deposit payment or six weeks before your proposed departure date (whichever is sooner), or the placement can be cancelled at our discretion. The deposit and the payment may be paid in only one form of currency throughout the process.
3. Upon receiving the full program fee, we undertake to:
  - 3-1 arrange for the provision to you a professional internship placement with a host company that you accept to intern with and that accepts you as an intern for relevant position;
  - 3-2 provide you with furnished accommodation and with the payment of utilities including gas, electricity (no more than 200 units per month) and water. Upon arrival, and if require, you will pay a housing deposit directly to the management of the accommodation. This deposit will be fully refunded provided that no damage, theft or other expenses are outstanding upon checkout. We are not responsible for the decision of the

- accommodation provider to make deductions to the deposit paid by you;
- 3-3 provide an airport pick-up service to you from mutually agreed airport to the accommodation at an agreed time;
  - 3-4 provide a welcome package for you to aid the settling process and contact details of our representatives;
  - 3-5 provide a welcome meal and orientation for you; the orientation maybe conducted together with the host company;
  - 3-6 arrange for you a medical examination upon your arrival when necessary;
  - 3-7 provide on-site and off-site supports when requested and assistance in case of emergency.
- 4. Upon successful completion of the internship in light of the 'Confirmation of Internship', you will receive from us an Internship Reference Letter issued by the host stating the nature, duration and evaluations it may have on your internship.
  - 5. If you wish to continue the internship with the same host or requires interning with a different host, we will provide such service at a charge half of the fee you previously paid.
  - 6. Should you require employment service and you meet the basic requirements in terms of working experience and education

background, we will provide all services you need for free concerning job placement, working visa application and the sourcing of accommodations. If your family member requires same service, fees may apply.

7. If you are refused an appropriate visa or suitable alternative by the Chinese Authorities without having previously been notified by our staff that you could find it difficult to obtain a visa for China, a full refund of the fee minus deposit will be paid.
8. In the event you inform us within one week prior to the internship start date that a visa application is unsuccessful, no refund will be provided.
9. If you have paid the full amount of the fee and wish to cancel a placement or change the internship commencement date prior to starting the internship, this must be done in writing to us (can be in email format). Upon receipt of a written request from you, a 60% refund of the Program fee, minus the deposit, will be given. If the cancellation request is received by us less than 6 weeks before your proposed departure date, no refund will be given.
10. If you decide to discontinue the internship after you have reported to the position but before it is due to end without any legitimate reason, no refund will be given. We are not obligated to find you an alternative host company under such circumstance. A replacement fee maybe applicable should a replacement service is requested.
11. We are not responsible or liable for charges or cancellations to the internship under circumstances such as war or threat of war, terrorism

or threat of terrorism, sickness, fire, environmental or climate concerns, acts of government or local authority, or any other event or circumstance which amounts to a “force majeure”. In such cases, no refund or compensation for any loss will be given by us unless otherwise agreed.

#### D: During Your Internship

1. You may be required to undergo a medical check to ensure your suitability for the position. Please note for some positions (such as dealing with food), this is normal practice and is a standard procedure for many placements in China.
2. You are required to enroll with a standard insurance program that covers you for the duration of your internship. Such program details must be provided to the host.
3. You shall respect China’s religious policy and shall not conduct religious activities incompatible with the status of being an Intern. You shall respect the Chinese people’s moral standards, customs and culture; show maturity and reasonable behavior in public and private.
4. Without the host’s consent, you shall not render service elsewhere or hold concurrently any post unrelated to the work agreed on with the host.
5. You agree to abide by the policies and any applicable rules or guidelines at the host including working hours, day-offs, leave of absence, sick leaves etc.
6. You are expected to accept assignments, instructions, supervision and evaluations in regard to the position that was explained in detail

during interviews. You are expected to carry out to the best of your ability the duties, instructions and guidelines set by the host.

7. We are not responsible for the workload provided by the assigned internship company whether it is of a high intensity or low intensity. In such situations, you should discuss the problem with us, and we will endeavor to resolve the issue accordingly.
8. If you become ill or have an accident that requires medical attention, you shall bear the expenses incurred.
9. You must respect the host with regard to confidentiality. Where the host demands it, you may be required to sign a separate Non-Disclosure Agreement.
10. You will not hold us, our officers, affiliates, agents, or employees liable for any loss, damage, personal injury, delay or expense suffered or incurred by you for any reason.
11. Images taken of you during the internship with us or at the host with staff belong to us and you waive any rights to these images. We assure the legal and appropriate use of the images.

#### E: Internship Termination

1. If the internship is cancelled by the host prior to the internship termination date, we will use our best endeavors to find a substitute internship subject to your agreement to the substituted arrangements.

2. If the host terminates the internship prior to the internship end date due to the alleging fault by you, the internship will be deemed completed and we will be entitled to retain all fees paid to it. You may not be able to obtain the Internship Reference Letter in this case.

#### F: Other Matters

1. Our aggregate maximum liability is limited to the amount of the actual fee paid by you to us for the program.
2. These terms and conditions and this agreement shall be governed by, and construed in accordance with, Hong Kong law.
3. If any provision of the agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.
4. Please give answers to the following:
  - ✓ Please let us know if you are currently on medication that we need to be aware of. (If so, please attach or list the details in separate paper)  
  
☐ YES      ☐ NO
  - ✓ Please let us know about any medical conditions/history (e.g. allergies) that we need to be aware of. (If so, please attach or list the details in separate paper)  
  
☐ YES      ☐ NO



- ✓ Please let us know if you are currently enrolled with medical/travel insurance and if yes, please provide insurance name and account details. In case you source an insurance program through us, we will provide details to you accordingly.

☐ YES, I have an international insurance (Please provide details below)

☐ NO, But I wish to source insurance through Co-Aim International

- My insurance name and provider is:

\_\_\_\_\_

- The expire date of my insurance is:

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\*Note that if the host decides your current insurance does not give reasonable coverage during your stay in China, additional insurance maybe requested.

- ✓ Have you ever been convicted of any criminal offence? (Note that a police clearance certificate maybe required by host companies)

☐ YES      ☐ NO

- ✓ By signing this document, you have read and agreed to the terms and conditions above and you provide the following details to us:

Your Details		Details of Your Next of Kin	
Print Name:	Full	Print Name:	Full
Passport Number:		Contact Number:	
Contact Number:		Email Address:	

✓ Note: Upon reporting to your position on or before the first day of your internship, please bring with you the following documents:

1. Your valid passport copies
2. Copy of your current valid visa page
3. Copy of your current insurance program (If you choose to source insurance with us, we will send it to the HR manager at host)

Your Signature:

Date: