

e-JAM WORK & TRAVEL APPLICANT TERMS & CONDITIONS / REFUND POLICY

Please read the below Terms and Conditions carefully, then sign the declaration to confirm that you have read, understood and agreed to all the following conditions:

1. That the purpose of the J1 Work and Travel program is to give full time university and college students the opportunity to work in the USA for up to four months while experiencing another culture. Also, that the jobs available may not relate to my degree, or desired profession.
2. That all information provided in the registration form is true to the best of my knowledge and that any false information may lead to immediate cancellation from the program and any deposit paid will become non-refundable.
3. That it is my responsibility to check the eligibility requirements of the J1 Work & Travel Program on e-JAM's website, www.employmentjamaica.com and the U.S. State Department's website, <http://j1visa.state.gov> and to review all documents provided by e-JAM before registering to participate in the program.
4. That as a participant in the Work and Travel Program, I must be able to provide Proof of Student Status; namely, an official letter on University letterhead verifying that I am currently enrolled and attending an accredited College/University and available to work during my university summer break, (May to September).
5. That although e-JAM will assist in anyway possible, that my US Sponsor will be my primary point of contact and support while on the J1 Work and Travel Program and that I must abide by the Program rules.
6. That any information submitted by me to e-JAM as part of the registration/application process may be held on an electronic database and made available to e-JAM's sponsors and prospective employers.
7. That if the documents requested by e-JAM are incomplete and not submitted by the due date, e-JAM will not be held liable for application not being processed on time, nor for any late fees that may incur.
8. That there is an initial Non-refundable Registration fee of **JA\$2,500.00**, which includes: resume consulting and assistance, copies, career advice, help with completing online application forms and general support.
9. That I am aware of the documents required for registration, namely: the completed Registration Form and this Signed Terms and Conditions/ Refund Policy; an updated typed resume; copy of a valid passport (including any previously issued USA visas - valid up to 6-months after return date); a head shot passport size photograph taken within last six months and the non-refundable Registration fee of JA\$2,500.00.
10. That the Program Fee is: **US\$1,325.00** if paid in full by **October 15, 2018** and if paid after, will increase to **US\$1,375.00** payable by **January 15, 2019**.
11. That the Program Fee includes: Legal sponsorship necessary to obtain the J1 Visa, compulsory medical insurance, SEVIS fee, cultural activities and local support in the US. It does not include: US Embassy Visa Voucher fee, airfare and other transportation (e.g. bus, train) to the company site, housing, meals and entertainment.
12. That e-JAM aims to process and send applications to our sponsors as quickly as possible and therefore, in order for me to be eligible for early job selection and placement, I must make a minimum deposit of **US\$700.00** towards my Program Fee by **November 16, 2018**. That assuming that I meet all eligibility criteria and after a job placement is confirmed, I will be expected to pay my program fee balance, if any, immediately. I further understand that not adhering to e-JAM's payment deadlines does not guarantee me a placement.
13. That the US Sponsor and/or Host Employer will conduct an interview, either by telephone, or by Skype; therefore, e-JAM cannot guarantee placement and cannot be held responsible for non-placement.
14. That in order to organize arrival and orientation date with Host Employers, e-JAM will arrange my departure flight, therefore a deposit of **US\$400.00** is required by March 30, 2019, with final balance due after visa is granted (I further understand that the total amount is determined by the location of my job). That if I am denied a visa the total deposit will be refunded.
15. That there is a **JA\$2,500.00** Processing Fee for Visa Application and Pre-departure Orientation, payable immediately after the DS-2019 Form is received and prior to office appointment for mandatory orientation.

16. That if I accept a job and thereby refuse it after the visa has been granted, that my program fee will not be refunded. Or, I will be responsible for paying the Program Sponsor an additional fee for sourcing another job.
17. That Program fee is payable in **US Dollars only** at any Sagicor Bank; Account Name: e-JAM, Employment Jamaica Ltd. - A/C# **5501244955** (or via PayPal on e-JAM's website - www.employmentjamaica.com). Registration and Processing Visa Application/Orientation Fees payable in JA Dollars at any Sagicor Bank; Account Name: e-JAM, Employment Jamaica Ltd. – JA Account A/C# **5501240763**.
18. That the SEVIS and US Embassy Visa Voucher fees are NON-REFUNDABLE.
19. That US Immigration Officers require that all J-1 participants have a minimum of **US\$1,000.00** available upon entering the USA, to support myself prior to obtaining my first paycheck; for housing deposit, food, etc. That I can be denied entry to the United States if I do not comply. Therefore, I will need to provide advance proof to e-JAM of at least **US\$1,000.00** savings set aside.
20. That although I am placed on a job and paid all my fees that there is no guarantee that I will gain entry into the United States. That the US Embassy has the authority to deny, or approve the issuance of visa, or entry clearance. If I am denied a visa it is my responsibility to obtain the necessary denial notice from the embassy to submit to e-JAM in order to obtain a refund.
21. That once the DS-2019 is in my possession, if misplaced, or lost, I will bear the full expense for replacing it.
22. That it is mandatory for me to attend, either a physical, or a virtual orientation with e-JAM prior to my departure to the US.
23. That it is also mandatory that within 72 hours of arrival in the United States and every 30 days thereafter, I must check in with my J1 Sponsor to provide a monthly activity report.
24. That E-JAM reserves the right to refuse any applicant who is not eligible to participate in the program, or anyone it deems as not appropriate for acceptance in the general interest of e-JAM, or the program.
25. That the below miscellaneous **Non-Refundable Fee** are charged by the Program Sponsor and may apply to me. I further understand that these fees are in addition to the fees charged in the below Cancellation & Refund Policy:
 - Reprint of DS2019 to correct error, or for new dates requested – US\$150.00
 - Reprint of damaged, lost or stolen DS2019 – US\$150.00
 - Requests for friends to be placed at same location – US\$100.00 for each friend.
 - Relocation Fee Expense – if I decide for whatever reason that I am not happy at my designated job and requests a new job, then I must have enough funds to be able to relocate, which could be in another state.

CANCELLATION & REFUND POLICY

- **\$US100.00** Deducted from Program Fee - if cancel for any reason after my application have been submitted to sponsor.
- **\$US200.00** Deducted from Program Fee - if interviewed by Sponsor and/or Employer and waiting to confirm placement
- **US\$300.00** Deducted from program fee - if cancel after accepting a job offer and prior to receiving the DS-2019 Form.
- **US \$100.00** Deducted from Program Fee - if interviewed and denied by Sponsor and/or Employer
- **NO REFUND** - if cancel after DS-2019 Form is issued.
- **US\$400.00** Deducted from Program Fee - if denied the J1 Visa at the US Embassy.
- **NO REFUND** - Visa denied due to incorrect information, or forged document supplied by applicant.
- **NO REFUND** - Once arrive in the US, if terminated from employment due to bad performance, or rule violations.

Note: Cancellation must be confirmed in writing, signed, dated and emailed to accounts@employmentjamaica.com. Refunds will be issued only in U.S. Dollars and within 60 days from date of written notice.

My signature below confirms that, I have read and fully understand these Terms and Conditions / Refund Policy in its entirety and that if I am under 21 years my parent, or guardian must also sign below.

My signature also authorizes E-JAM **TO USE** ____ / **NOT TO USE** ____ my name, photographs, video resume, testimonials, or statements in materials to be used for their website, or social media sites in order to market and promote the J1 Program.

Name (please PRINT): _____

Signature: _____ Date: _____

Parent Name: (if under 21) _____ Signature: _____