

## **PROGRAM REGULATIONS**

As an applicant to an eLab by CIEE Program, I am aware that my participation in the Program is contingent upon my understanding and agreement to uphold the eLab CIEE Program regulations below.

1. The applicant agrees that all the information provided in the application is true to the best of his/her knowledge and acknowledges any false or misleading information may lead to immediate dismissal from the Program.
2. CIEE reserves the right to refuse any applicant who does not meet the specific Program eligibility requirements or any applicant that CIEE does not deem appropriate to accept in the general interests of the Program. In the event that CIEE refuses an applicant acceptance on the Program, the application fee will not be refunded.
3. CIEE makes no warranty of any kind, expressed or implied, as to the suitability of the Program for any participant and CIEE disclaims all such warranties to the full extent permitted by law.
4. The participant agrees to pay all program charges in full at least 15 days before program start date.
5. All travel arrangements, including flight bookings, are the sole responsibility of the program participant. Under no circumstances is CIEE responsible for any flight cancellation or flight change charges incurred.
6. CIEE reserves the right to dismiss from the Program any participant who is deemed, by CIEE or local authorities, to be a danger to themselves or others or whose conduct is deemed to be detrimental to the Program. In the event of such dismissal, CIEE shall not be held responsible for any airfare, charges, or any other expenses incurred by the participant, and shall not be required to return any program charges paid by the participants.
7. All conditions of contract are subject to change without notice.
8. The participant shall be responsible for and held liable for all of his or her acts along with any loss or damage that results from those acts while he or she participates in the Program. In the event that CIEE, its affiliates and overseas cooperators, and/or any respective employees, agents and representatives of any of these entities suffer any loss or damages as a result of the acts of the participant, the participant agrees to indemnify the party that suffered such loss or damages. Such claim for indemnification shall cover any and all reasonable claims, causes of action, judgments, losses, costs, or expenses which may be made against any of the parties listed, or which said parties may suffer or incur as a result of or relating to any acts of the participant.
9. The participant is responsible for considering his or her personal health and safety needs when applying for or accepting a place on the Program. If the participant suffers from any health or other condition that would create a risk for them while abroad, he or she should not apply.
10. The participant must supply CIEE with the name and contact details of next of kin, to be contacted in the case of an emergency.

11. Once the participant arrives in host country, he/she is required to provide eLab staff with his/her local contact information, including a local cell phone number, for emergency purposes. CIEE is unable to contact participants or provide emergency support if the participant does not provide his/her local contact information.
12. All travel before, during and after the Program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance and does so at his or her own risk.
13. While CIEE will always endeavor to fulfill its responsibilities, CIEE cannot accept liability or responsibility for any alterations, delay or cancellation caused by threat of war, fire, sickness, bad weather, acts of government or public authority, or other circumstances amounting to a "force majeure."
- 14. Payment Due Dates**
  - a. Application deadlines is 60 days/ approx. 9 weeks before program start date.
  - b. After submitting the application and upon successful completion of the Skype Interview, participants will receive a billing statement showing the total program charges. Hereof 50% have to be paid within 30 business days as a **non-refundable commitment fee**. Full payment of the remaining 50% of the total program charges is due at least 15 days prior to program start date for all participants.
- 15. Withdrawal and refund policy:**
  - a. The USD 50 application fee is non-refundable.
  - b. The commitment fee is non-refundable.
  - c. If the total program charges have been paid and eLab receives written (email) notice of cancellation **more than 15 days** prior to the program start date, then 50% of the total program charges will be refunded; otherwise there will be no refund whatsoever.
  - d. CIEE will **not** refund program charges for withdrawal or cancellation with **less than 15 days** prior notice to program start date nor if a participant should decide, after arrival in country, that he or she is unsuitable for participation in the program.
  - e. After the commitment fee is paid, CIEE allows a one-time deferral of acceptance to the next program, provided that written (email) notification is received at least 60 days prior to program start date. Participants who defer are required to pay a deferral fee of USD 250.

All applicants must confirm acceptance of the above conditions via their online CIEE eLab application to participate in these programs.

Questions? Please contact a program specialist via email at [eLab@ciee.org](mailto:eLab@ciee.org) or by phone at +49 30 698078869.