



## CIEE Teach Abroad Program Regulations

**As an applicant to a CIEE Teach Abroad Program, I am aware that my participation on the Program is contingent upon my understanding and agreement to uphold the following Teach Abroad Program Regulations below.**

1. The applicant agrees that all the information provided in the application is true to the best of their knowledge and acknowledges that 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.
3. CIEE makes no presentation or 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 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.
5. While CIEE can recommend matches and specific placements to the hosting authorities, CIEE does not have the ability to make placement decisions. All final placement decisions are made by the local officials and communicated to CIEE.
6. The participant must be prepared to accept the placement offered by CIEE. While every effort will be made to fulfill placement preferences, CIEE cannot guarantee that preferences will be met.
7. The participant agrees to pay all program fees in full at least four weeks before the start of their CIEE program. Any CIEE program fees not paid in full by the start date of the program may, at the discretion of CIEE, be sent to an outside collections agency for further collections efforts. All fees charged to CIEE relating to the collection of a participant's outstanding balance will be added to the participant's CIEE account balance and will be the responsibility of the participant to pay in full.
8. The participant is required to attend the Program orientation in their host country.
9. All travel arrangements, including flight bookings, are subject to the terms, conditions and cancellation policies of the travel or tour organizer or airline. Under no circumstances is CIEE responsible for any flight cancellation or flight change charges incurred.

10. CIEE reserves the right to dismiss from the Program any participant who is deemed, by CIEE, the host institution, or local authorities, to be a danger to themselves or others or whose conduct is deemed to be detrimental to the Program or their host institution. In the event of such dismissal, CIEE shall not be held responsible for any flight change fees, accommodation costs, or any other expenses incurred by the participant, and shall not be required to return any fees paid by the participants.

11. Withdrawal and Refund Policy

- a. The \$50 application fee is non-refundable.
- b. The commitment deposit (\$500 or \$1,000, depending on selected program) is non-refundable, unless CIEE is unable to offer a teaching placement by the month the program begins, as listed on the website. For programs that include CIEE TEFL certification, if the participant has begun the TEFL course, the commitment deposit remains non-refundable even if CIEE is ultimately unable to offer a teaching placement.
- c. If written or e-mail notice of cancellation is received by CIEE within 30 days of the participant receiving a placement or job offer AND more than 45 days prior to the program start date, the commitment deposit remains non-refundable, but 50% of subsequent payments toward the program fee can be refunded. Otherwise, those payments are non-refundable.
- d. CIEE will not refund fees should a participant decide, after arrival in the destination country, that he or she is unsuitable for participation on the program.
- e. After the commitment deposit is paid, CIEE allows a one-time deferral of acceptance to the next program departure if written or e-mail notification is received at least 60 days prior to departure. There is a deferral fee of \$250.

12. All conditions of contract and the availability of all positions are subject to change without notice.

13. The participant must supply CIEE with the name and contact details of next of kin, to be contacted in the case of an emergency.

14. Once the participant arrives in host country, he/she is required to provide CIEE Teach Abroad Staff with his/her local contact information, including a valid email address and 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.

15. The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in their host community; and must be aware of local conditions that may present health or safety risks when making daily choices and decisions. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.

16. Participation on the Program begins on the first day of orientation in country or the first day a participant is required to be at their assigned school, whichever date is earlier, and the Program ends on the last day of a participant's (initial) teaching assignment.

17. It should be understood by the participant that the working and living conditions abroad are likely to be very different to those in the participant's home country, and in some instances may be quite basic. Much of the information concerning the Program, the host institution, and the host country is provided to CIEE by the host institution or others. While CIEE believes this information to be generally correct, CIEE cannot guarantee its accuracy or timeliness and thus makes no representations or warranties about these statements or the actual conditions.

18. Certain host institutions may be in isolated locations and may have limited facilities and transportation links. The participant agrees to accept his or her living conditions and to respect the host institution's guidelines and policies, including those regarding conduct, delinquency, salary and terms of employment.
19. Although CIEE operates this Program, other terms and conditions applicable to the participant will be contained in a separate contract between the participant and the host institution. CIEE will endeavor to monitor compliance with the contract by the host institution; however, CIEE has no power or authority to enforce compliance by the host institution and shall not be responsible for any failure by the host institution to comply with such contract.
20. 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.
21. 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".

All applicants must confirm acceptance of the above conditions through their online CIEE Teach Abroad application in order to participate on the program.

**Questions? Contact a Teach Abroad Advisor at [teach@ciee.org](mailto:teach@ciee.org) or by phone at 1-207-274-5783.**