



2015-16 Practical Training USA Program Agreement - Hungary

This agreement is between CCUSA, Inc. and

CCUSA ID #

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(Print name) you, a CCUSA participant

Acceptance and Placement as a Trainee

- Application fee** of US\$500 (price in euros to be determined at time of payment) is due with your application for the training program.
- Acceptance fee** is due within 14 days after acceptance
 - US\$995 (price in euros to be determined at time of payment) for a training program of up to 12 months
or
 - US\$1495 (price in euros to be determined at time of payment) for a training program between 13 and 18 months
- An additional fee of US\$500 (price in euros to be determined at time of payment), for the direct placement option (CCUSA finds the Employer) is due within 14 days after acceptance.
- Your Employer may decide to pick up a portion or all of these costs, however, the trainee is ultimately responsible for the fees if the Employer chooses not to pay them.**

Insurance

- J-1 Visa participants must have valid health insurance, which meets the criteria as set by the Department of State/Visa authorities.
- The U.S. government requires insurance coverage for all participants while on the CCUSA program. As you are applying for a US visa as an exchange visitor, your Sponsor's health insurance is not an option but a requirement.
- An insurance premium of US\$3.55 per day (for Economy Health insurance) or US\$4.30 per day (for Premium Health insurance) is due 30 days prior to departure.
- CCUSA insurance coverage is mandatory and must be purchased for the full length of the dates on your DS2019 form.
- If you are traveling before or staying longer during the 30-day grace period, you would need to purchase additional insurance. If you are interested, please contact CCUSA prior to your insurance expiring where we can offer you a daily rate.
- The policy includes: accident, sickness and medical evacuation (see insurance brochure for full details on the policy).
- Insurance does not cover pre-existing conditions or car insurance.** In the case of an accident or incident it is your responsibility to submit a claim form with all original documentation and to follow the procedures set out by the insurance company.
- CCUSA is not the insurance company. All claims, processing, and queries are between you and the insurance company.
- You will receive a copy of the policy and policy number once you have paid for your insurance. Be sure to read this for complete policy details and keep the insurance card with you at all times while you travel.

Final acceptance

- Final acceptance is determined by the CCUSA head office in the United States.
- Acceptance is based on whether you, as a trainee, meet the minimum requirements set forth by the State Department which state that you must have a degree or professional certificate from a post-secondary academic institution outside the US in the field that you will be training, on a related field, plus at least one year work experience in your occupational field outside the US OR five years work experience in your occupational field outside the US.
- You must prove to be sufficiently fluent in English to benefit from and fully comprehend the training being undertaken.
- Final acceptance is also dependent on whether your qualifications match the Employer and the training plan that is being offered.
- The training plan must also be approved by CCUSA. Once you are accepted and the training plan is approved, you must sign the necessary paperwork provided by CCUSA including application, program agreement and the DS7002 form.
- You are required to obtain a current criminal/police background check. Failure to do so could result in immediate termination from the program. Please send a copy of your background check to the CCUSA office in your home country.
- Your DS2019 visa application form will be issued once all fees are paid to CCUSA, and all required documents have been received (see application instructions), including the detailed training plan from the training company. If there are changes to your personal information or the dates of your program after the DS2019 is issued, there is a US\$75 fee to reissue the form. You must apply for and obtain your J-1 visa before departing your home country. The DS2019 form allows you to apply for a J-1 Training Program visa from the U.S. embassy or consulate in your home country. The J-1 visa permits you to enter the U.S. and legally participate in the training program in the U.S. You cannot participate in the CCUSA program without a J-1 visa stamped in your passport. A fee is charged by the U.S. consulate to process your visa (contact the CCUSA office in your country). SEVIS (Student Exchange Visitor Information System) also charges a US\$180 registration fee prior to your US Embassy interview. CCUSA will provide you with SEVIS payment instructions.
- The PTUSA Health History Form must also be completed and signed by your physician. Please submit a copy of this to the CCUSA office in your home country and bring the original to the U.S. with you. Failure to complete this form in your home country may result in you paying for a very expensive medical examination in the U.S., which will not be covered by your insurance policy.
- Any false, misleading or withheld information on your application or inappropriate behavior during your interview, inappropriate behavior on social media sites, prior to departure for the USA or during your participation on the CCUSA program is grounds for immediate cancellation of your application or from the program without a refund. You are required to inform CCUSA of changes in any information provided in your initial application, including but not limited to: health conditions, student status, availability dates. Failure to do so may result in immediate termination from the program without refund.

Refund Policy

- The application fee of US\$500 is only refundable if you are not accepted to the program.
- If you cancel after acceptance but before the DS2019 form is issued, you will receive a fee refund less US\$500 to cover processing costs.
- If you cancel voluntarily after the DS2019 form has been issued, no fees will be refunded.
- In the case of you getting a serious illness (doctor's written verification required within 10 days) or serious illness or death of a parent or sibling (doctor's written verification required) prior to the start date of the program, the program fee less US\$500 and the insurance premium will be refunded. All cancellations must be submitted in writing within 10 days to receive a refund. Your DS2019 form needs to be returned within 10 days as well.
- CCUSA is not responsible for Visa rejections. In the event the U.S Embassy declines your visa application, only 50% of the total program fees plus the insurance premium will be reimbursed. CCUSA strongly advises you to apply for your J-1 visa **only** in your country of residence. The U.S. government requires additional documentation if you apply for your visa outside your home country.





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(Print name) you, a CCUSA participant

Travel to Employer

1. You must arrange and pay for your own transportation to and from the USA and the training company. Your company will inform you as to the date and city of arrival.
2. You are required to contact CCUSA Headquarters as soon as you enter the US so that your visa can be validated. Failure to do so within 10 days of the start date on your DS2019 form will result in the termination of your visa in SEVIS and you will have to return home immediately.

During the Training Program

1. The standard CCUSA Training program is typically between twelve and eighteen months, however some companies may operate a slightly shorter program. You are required to complete the full term of the training program as outlined by CCUSA and the company.
2. **Your are required to train ONLY for the employer that provides your training. You are NOT allowed to work at any other company in the U.S. this includes part-time or any volunteer employment.**
3. Your payment, while participating in the Training Program in the USA, will be outlined in the CCUSA Employment Agreement completed by your employer and signed by you and the employer. CCUSA will not be responsible for any agreements or arrangements made between you and the employer that are not included in your Employment Agreement. You will be given the same rights under the law as a US citizen working in the same capacity.
4. CCUSA does not arrange or provide you with housing. Whether you arrange your own housing or it is arranged through your company, you may be required to sign a lease and pay a deposit, which usually amounts to the first and last months' rent.
5. Any personal expenses incurred before, during and after your training program, including travel costs to and from the Embassy are your own responsibility.
6. You will be required to do check-ins every 30 days with our office in the U.S. These check-ins may be done by phone and/or email and/or by written evaluations.

Post Program Travel

1. You are responsible for all travel costs after the training program is finished including transportation, meals and accommodation. This includes travel costs to your U.S. departure airport and your international return flight.
2. You are required to depart the USA upon completion of your training program, however, when your training program ends, you do have a 30 day grace period allowing you to wrap up your affairs and travel within the United States.

Early Departures

1. If you decide to leave your employer, before the pre-agreed training period ends, for personal or other reasons, you must inform CCUSA Head Office as soon as possible; CCUSA will not refund fees or unused insurance, as per paragraph 4.
2. If you fail to fulfil the responsibilities of your training position or violate any company rule, your participation will be terminated and you must depart the USA within seven days, thereby relinquishing your right to the 30 day grace period rule.
3. Your participation in the CCUSA Training program can also be terminated for the following reasons:
 - a) conviction of a crime
 - b) engaging in unauthorized employment
 - c) failure to pursue program activities
 - d) failure to submit a change of current address within 10 days
 - e) failure to maintain health insurance
 - f) violation of Exchange Visitor Program regulations
 - g) violation of CCUSA program rules, including:
 - I. failure to notify CCUSA if you leave your employment
 - II. are released/dismissed from your training position
 - III. you carry out work in any other capacity other than the approved training position.
4. The following penalties will be incurred as a result
 - a) No fees paid to CCUSA will be refunded
 - b) Your CCUSA J-1 visa status and insurance coverage will be terminated
 - c) Any unused Insurance coverage will not be refunded
5. The foregoing does not apply in the case you get a serious illness (doctor's verification required) or serious illness or death of a parent or sibling (doctor's verification required within 10 days of cancellation).

I fully understand that I must comply with the regulations governing this program and my U.S. employer's rules and policies. My signature below confirms that I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is 100% correct. I allow CCUSA to send me program information, and updates via email. I also allow CCUSA to forward my name and address to our preferred travel agent, to other participants who may wish to share a room for any travel options and to participants traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my employer location to be used for publicity purposes. I agree that any dispute arising out of or related to this agreement will be arbitrated under California law.

Name: _____ Signature: _____ Date: ____/____/____

