



# 2012 Camp Counselors Canada - CCEP Program Agreement – Hungary

This agreement is between CCUSA Inc, "NYQUEST" Training and Placement Inc. and

CCUSA ID:

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(print name) you, a CCUSA and NYQUEST participant

This application once accepted constitutes a binding contract between CCUSA, NYQUEST and the participant in the Camp Counselors Canada - CCEP program. The following terms and conditions apply to all participants who apply to the program and if they are accepted to the program 2012.

CCUSA works solely as a Staff provider for NYQUEST. CCUSA is responsible to recruit, interview, and accept staff on behalf of NYQUEST. Once you have been accepted onto the Camp Counselors Canada - CCEP Program, through CCUSA, NYQUEST will be responsible for finding you a summer camp placement, providing your medical exemption form, providing on-going support during your summer camp work placement, and providing training prior to the start of Camp. The "support" provided by NYQUEST includes advice about handling situations with your employer, dealing with immigration issues, adjusting to your work placement and handling emergency situations. In some situations, this support may not be provided the same day that you contact NYQUEST for support. NYQUEST will assist you in any way possible, but NYQUEST is not responsible for losses or damages that results from utilizing the support provided. NYQUEST will request your camp employer to provide pocket money, accommodation and domestic travel. If placed with a camp you will be the employee of that camp and not either CCUSA or NYQUEST.

### Acceptance and Interview.

1. An application payment of €50 (including a non-refundable €25 administrative fee) must be paid when you submit your completed application form to CCUSA or at the time of interview. Within 15 days of acceptance you will be required to pay your acceptance fee of €449. There will be a reduction of €50 to the acceptance fee, making it €399 if you are interviewed and accepted onto the programme by December 15<sup>th</sup> 2011.

#### Additions:

- a. If full payment is not received within 15 days of acceptance, you will incur a non-refundable €50.
  - b. All fees are due by February 1<sup>st</sup> 2012 regardless of the date you applied or were accepted.
  - c. If you apply after Feb 1<sup>st</sup> 2012, all fees are due upon submission of your application form & incur a non-refundable €50 surcharge. No discounts will apply.
2. This joint CCUSA and NYQUEST Program Agreement must be signed at the time of you sending your completed application form or at the time of interview.
  3. Your application form and references are legal documents. Any false, misleading or withheld information on your application or inappropriate behaviour during your interview, prior to departure for Canada, or during your participation on the program is grounds for immediate cancellation from the program without refund. This includes information you post on your application documents as well as any information you post on the internet. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, availability dates, skills and contact details.
  4. CCUSA will conduct an interview to help you better understand the program, to assess your skills and experience and ascertain your suitability to the program. However, as NYQUEST makes all placements final program acceptance is at their discretion based on placement needs of the Canadian camps.
  5. To participate on the CCUSA program, you must obtain a current criminal/police background check. Any criminal history reflected in your background check could affect acceptance/placement opportunities and/or result in loss of placement. CCUSA requires you to send a copy of your report to your local CCUSA office by May 1<sup>st</sup> and Canadian summer camps require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination. If you are not a citizen or permanent resident of the country you are applying in, you must also gain a criminal/police background check from your home country.
  6. Prior to camp placement, you will be sent an email "Camp review request" listing the camp that wishes to review your application. You have 48 hours to review and confirm that your application can be sent to this camp for possible placement. If this camp hires you it will be assumed that you have accepted full responsibility for the decision to accept the placement. All placements are final. Camp placements may occur at any time after acceptance until June 15<sup>th</sup> 2012. You will be notified directly by NYQUEST of your placement, start date and arrival orientation date. However, because the Camp is your employer and makes the final hiring decisions, placement is not guaranteed. CCUSA and NYQUEST give no assurances, expressed or implied that you will be placed. If you are placed, you will be an employee of the hiring organization and not NYQUEST or CCUSA. It is your responsibility to research the camp placement organized for you by NYQUEST (e.g. review camp web site, contact camp director and ask questions etc.). Failure to reply to "Camp Review Requests" will confirm that you do not wish that camp to review your application. However, failure to reply to 3 of these "Camp Review Requests" emails will result in immediate cancellation from the program with no refund.
  7. Upon acceptance to the program you will be required to have a CCUSA/NYQUEST medical check form completed by a licensed doctor – this completed medical check must be emailed/faxed to CCUSA by May 1<sup>st</sup>, 2012 or you will be cancelled from the program without refund. You may also be cancelled from the program without a refund if the medical check is unacceptable. You are responsible for all costs concerned with obtaining your medical check. This medical check must be taken to camp with you.
  8. CCUSA and NYQUEST are not liable for any losses or damages of any kind whatsoever that you may suffer or be subject to arising out of, during, or as a result of your placement/employment with the organization(s) that hires you. You will have no claim against CCUSA/ NYQUEST except for the refunds referred to in this agreement.
  9. CCUSA/NYQUEST will inform you of the commencement date for your summer camp and for your arrival orientation in Canada. NYQUEST will organize your transportation to camp from your Canadian host city and provide you with this information during your orientation in Canada. Participants who can not travel to Canada at least two days before their work start date and individuals placed at camps outside of Quebec and Ontario may not receive an orientation in Canada. Instead, these individuals will receive an email from NYQUEST before their travels to Canada that includes: transportation to camp details, information about accommodations in the Canadian host city, information on setting up a Canadian Bank Account and securing a Social Insurance Number and the NYQUEST emergency contact number. These individuals will also receive an in-depth training when they arrive at camp.
  10. Participants may be required to obtain a visa depending on their citizenship(s) and to pay all associated costs for their visa and/or work permit. Participants will not be refunded any fees for their work permit. You should not purchase your flight ticket until you get the Work Permit Visa. The Work Permit depends on the Canadian Government so if you receive it late, you have to purchase a last-minute (usually quite expensive) flight ticket. If the Canadian government fails to provide the Work Permit to you, then CCUSA will give a full refund or your program fees. If you cancel from the program after you have received the Work Permit, you will not receive a refund of fees paid to CCUSA.
  11. Support offered by NYQUEST will end as soon as your 8-10 week work contract is completed at your camp. It is your responsibility to organize your travel from camp back to your home country. NYQUEST will continue to provide support if NYQUEST organizes additional placements for you after your summer work experience. Your support from NYQUEST will end on the last day of the last work experience that NYQUEST organizes for you.
  12. In order to facilitate your communication with CCUSA/NYQUEST while on the program, you must provide CCUSA/NYQUEST with a current e-mail address that you will access at least weekly from the time of application through the time you complete your trip to Canada. CCUSA/NYQUEST will not be held responsible for problems arising from failure to check your e-mail regularly or notify CCUSA/NYQUEST of changes to your e-mail address. If you use a university or school email account, you are required to create a personal web-based email account prior to your departure to Canada. For the duration of your time on the CCUSA/NYQUEST program, you must take responsibility for returning our calls and replying to emails in a timely fashion (48 hours). Participants, who continually fail to respond to CCUSA/NYQUEST phone and email requests, are indicating to us that they are no longer interested in the program and will have their application cancelled after one warning.

### Insurance:

1. NYQUEST will organize and purchase 10 weeks worth of health insurance for each CCEP participant provided you make full disclosure to the insurer and you qualify.
2. Your insurance coverage will start the day you arrive in Canada. If your work placement organized by NYQUEST/CCUSA lasts longer than 10 weeks then it is your responsibility to pay for and organize medical insurance to cover you for the remaining period of your work placement. You must organize this additional coverage before your departure. NYQUEST will not be responsible for extending the CCEP participant's health insurance after the 10 week period.





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3. StudentGuard is the organization that will insure each participant for the initial 10 week period. Participants must review the "Standard" Policy on the Student Guard web-site: [http://www.guard.me/forms/StudentGuard\\_Standard\\_English\\_Policy.pdf](http://www.guard.me/forms/StudentGuard_Standard_English_Policy.pdf). Participants should note that the policy is a medical policy only and does not include travel insurance, such as trip cancellation insurance or baggage insurance.

### Refund Policy

1. The application fee is only refundable if you are not accepted to the program.
2. If you cancel your application prior to your acceptance to the program, you will be refunded 50% of the application fee (50% is retained by CCUSA as an administrative fee). The full acceptance fee, if already paid, will be refunded. Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
3. Fees incurred for obtaining your Police Check, medical examination and visa processing are non-refundable.
4. The application and acceptance fees will not be refunded if you cancel from the CCUSA program after acceptance, except in the case of your life-threatening illness or life-threatening illness or death of a parent or sibling (doctor's verification required). Cancellations must be received in writing within 10 days of canceling to be eligible for a refund. No refunds will be made for pre-existing conditions.
5. If you are not placed for the summer camp program by June 15<sup>th</sup> 2012 you will be canceled from the program. You will receive a full refund of fees paid to CCUSA. In this event, refunding the fees is the limit of CCUSA and NYQUEST's responsibility, as damages for non-participation are impossible to calculate.

### Pocket Money, Travel to Camp, During the Summer:

1. For the summer (8-10 week contract) you will earn
  - a. \$1,400 - \$1,600 (Canadian) for your summer camp placement as a Camp Counselor
  - b. \$1,600 - \$1,700 (Canadian) for your summer camp placement as Support Staff.
2. You must arrange and pay for your own return /one way flight transportation from your home country to Canada. Your full travel itinerary to Canada must be provided to CCUSA as soon as you have booked your flights. If you are placed prior to April 1<sup>st</sup>, you must supply CCUSA with full international/domestic flight details no later than 4 weeks prior to your departure. If you are placed April 1<sup>st</sup> or later, you must supply CCUSA with full international/domestic flight details no later than 72 hours after placement or 24 hours in advance of your departure to Canada, whichever is the earlier date. If you are not traveling directly to Canada's arrival site, you will need to forward a full itinerary including contact telephone numbers and addresses for each day overseas until you arrive at the orientation site. Failure to complete these travel requirements in the time frame indicated may result in your cancelation from the program, and no refunds will be issued.
3. One-way domestic transport is organized by NYQUEST and provided by your camp from the arrival orientation site to your Camp destination. You are responsible for arranging your travel back to your arrival airport for your return flight home.
4. The possibility of changing employers is not guaranteed & occurs only under exceptional circumstances. If you change employers, you're responsible for all related costs including transportation, meals & accommodations during your transition period. Pocket money will be pro-rated based on the number of days at your new organization.
5. The employer provides a bed and three meals a day plus makes laundry facilities available.
6. Your personal expenses before, during and after camp are your own responsibility.

### Post Program Travel and Additional Placements

1. You are responsible for travel costs after you complete a NYQUEST program. This includes transportation, meals & accommodation and your trip back to your home city.
2. There is a possibility of post-camp work available – once you are accepted NYQUEST will contact you directly about this.

### Early Departures

1. If you fail to fulfil the responsibilities of your position at the camp organization(s), leave any of the placements organized for you by NYQUEST before the end of your contract for any reason or violate any employer rule or State, Provincial or Federal law, your participation will be terminated and you must return to your country of residence within seven days. The following will result: Fees paid to CCUSA and NYQUEST will not be refunded. Your medical insurance coverage may be cancelled. You will forfeit a pro-rated payment of your pocket money; you will owe NYQUEST the pro-rated portion of the fee which would otherwise have been received by NYQUEST from your employer (this could be up to CAN\$1300). This money must be paid to NYQUEST before you leave your camp placement. If it is not paid by the time you leave your camp placement then NYQUEST will charge you an additional CAN\$100 (to cover costs associated with fee and debt collection) and you risk cancellation of your insurance. You will then have 14 days to pay the fees owed to NYQUEST. If the fee is not paid then NYQUEST will report this outstanding amount to the collection agency. Failure to pay the collection agency may have a negative impact on your credit profile. In the case of serious illness or injury or serious illness or death of a parent or sibling (doctor's verification required), any refund due to you will be reduced by insurance and other costs already incurred by NYQUEST. In the case of pre-existing medical conditions, no refunds will be given.
2. As a CCUSA and NYQUEST participant, I fully understand that I give up a great deal of privacy and comfort, work long and demanding hours and must adhere to camp and outdoor education organization policies which may be limiting and not necessarily reflect my way of living (curfews, sleeping/living conditions, type of food provided, time on/off, no smoking, no alcohol, inappropriate behaviour etc.). I also understand that this program requires a lot of independence and self-motivation. I may be required to live/teach on my own, live in rugged/primitive conditions, and be flexible and willing to adapt to changes as they occur throughout my placement(s).
3. 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 and NYQUEST is entirely correct. I allow CCUSA and NYQUEST to send me program information, and updates via email as well as 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 placed at the same camp or travelling on the same flight. Any stories or photographs in which the participant appears may be used for CCUSA and NYQUEST promotional literature. This agreement is subject to the laws of the Province of Ontario whose courts have exclusive jurisdiction in all matters relating with NYQUEST and California law for all matters and any disputes arising out of this agreement for CCUSA.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Marielle den Hollander, President CCUSA

Jonathan Nyquist, President NYQUEST

Please make a copy of this for your own records and return the signed original to the CCUSA Office:  
 CCUSA Hungary Kft. – Rakoczi ut 8/B. III.8, 1072 Budapest HUNGARY – (1) 244-7941 – [info@ccusa.hu](mailto:info@ccusa.hu)

