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Conditions of Application, Placement and Participation – 2012 Version 5

Applicants who wish to participate on the programme will be bound by the following conditions which you should regard as your contract with us.

1. Payments to Camp America (For non-UK apps [click here](#) and select your country of application):

1st Deposit	£65*
2nd Deposit	£70*
3rd Deposit	£94*
Medical Insurance**	£199*
Departure Fees (including security, fuel, tax & departure fees)	£117*

*It should be noted that all the above costs cannot be guaranteed and may be subject to change. It should also be noted that the costs above are payments to Camp America - additional third party payments for J-1 visa Embassy costs along with criminal and medical record checks will also be required.

**For sale of travel insurance Camp America (AIFS UK Ltd) is an appointed representative of CareMed, which is authorised and regulated by the Financial Services Authority (FSA), FSA Firm Reference Number 493329.

Programme payments are due at varying stages of the application and placement process and applicants should adhere to deadlines issues via their Camp America Direct page as shown below in order to avoid penalties. For more information, please see the 'Applicant Programme Deadlines and Penalties' table below or on our website at <http://www.campamerica.co.uk>

PAYMENT DEADLINES

The table below shows deadlines for the compulsory payments payable to Camp America and price of the late payment fee if payment is not made by the deadline:

FEE TYPE	PAYMENT DEADLINE	COST OF LATE PAYMENT FEE
1st Deposit	Payable online prior to interview	Not applicable
2nd Deposit and Criminal Disclosure application fee (where applicable)	Within 14 days of submitting your completed application	£10 / €15/ AU\$20 / NZ\$25
Final payments – 3rd Deposit, Medical insurance, air tax & fees	Within 30 days of placement or Guaranteed placement status, or a minimum of 30 days prior to departure to the US if this date is sooner.	£35 /€50 / AU\$70 / NZ\$85

PAPERWORK DEADLINES

The table below shows deadlines for completing various stages of the Camp America application and placement process:

ITEM TO BE COMPLETED APPLICATION PROCESS:	DEADLINE	PENALTIES
Application form	Maximum of 14 days after interview date	Your application may be cancelled and your payments will be forfeit. If personal details are incorrect and subsequently your visa forms are incorrect a fee of \$35 will be charged for reprints.
Submit 2 valid references	Maximum of 14 days after interview date	Your application may be cancelled and your payments will be forfeit.

Upload profile photo	Maximum of 14 days after interview date	Your application may be cancelled and your payments will be forfeit.
Send police check or for UK send completed CRB application	Maximum of 14 days after interview (this paperwork is normally handed in at interview)	Your application may be cancelled and your payments will be forfeit.
AFTER PLACEMENT OR GUARANTEED PLACEMENT:		
Medical form	Send to Camp America a minimum of 1 month prior to departure to the US Within 5 days of flight information being advised through CA Direct. Full flight details must be reconfirmed within 48 hours of departure.	Your application may be cancelled and your payments will be forfeit.
Confirmation of departure flight	Book your embassy appointment or ensure you fulfil all requirements for your local office to book your embassy appointment in a timely manner.	Any rejection of flight within 30 days of departure will incur airline penalty fees.
Ensure visa appointment is booked		If your flight date has to be changed due to visa delays penalty fees for flight changes will be incurred. Your application may be cancelled and your payments will be forfeit.

2. Applications for the 2012 season are to be made through our On-line system or by attendance at our special placement events. The Camp America On-line system is administered by the American Institute For Foreign Study (UK) Limited ("Camp America") which acts as the centre for administration and central processing of worldwide applications." Applicants to the programme will be expected to have online access and meet the requirement of managing their application & participation via our online system, and accept all communications via online systems.

3. Applications cannot be accepted without the First Deposit Payment. This will be returned if your application is not accepted or a placement cannot be found. This payment will not be refunded if you cancel or fail to complete application formalities.

4. Booking a Camp America interview or acceptance of your application at a placement event constitutes application to the programme. All references must adhere to our 2012 reference policy (as detailed on our website).

5. Your completed application is submitted by the interviewer to a Camp America Recruitment Office for initial screening and then for assessment by the US Office. Once your application has been checked and accepted by the US Camp America office, you will be advised via our online system that your application is now ready to be shown to Camp Directors. At the same time we will confirm the pocket money you will receive at the end of your camp placement.

At this stage you will be required to make a Second Deposit payment (see website for specific amounts). Your application will not be released for consideration by Camp Directors until this second deposit payment is received. If your second payment is not received within 10 days after your acceptance for consideration by camps is confirmed, your application will be withdrawn from the programme, forum access blocked and your First Deposit Payment will not be refundable.

6. Substantial expenses are incurred by Camp America on your behalf while your application is considered by Camp Directors. If you withdraw following a successful interview, you will forfeit your First Second and Third Deposit Payments. (At Camp America's discretion exceptions may be made in some cases of bona fide illness or medical incapacity as confirmed by a medical certificate.) If you decide to withdraw from the programme, you must inform Camp America immediately in order to reduce/limit penalties due.

7. You are required to declare any relatives living in the US at interview. Failure to declare this information can have serious consequences on your visa application and may result in your cancellation from the programme, and any previous payments will be forfeit.

8. You are required to declare any previous US visas applied for. Failure to declare this information can have serious consequences on your visa application and may result in your cancellation from the programme, and any previous payments will be forfeit.

9. Medical Conditions – There are a number of medical conditions that render applicants ineligible for the programme. Please see the FAQ section on our website, www.campamerica.co.uk, for the details of our current medical policy. Having checked the website, please discuss with your interviewer any medical problems that you have or have had in the past which may affect your chances of being placed or of participating on the programme. Failure to disclose relevant medical information at the earliest opportunity is grounds for dismissal from the programme. Any deposit payments already made will be forfeited, and our medical insurance policy rendered invalid. Please note that pre-existing medical conditions may not be covered by Camp America's insurance provider, and participants may be required to buy a supplementary non-Camp America policy at their own additional expense to ensure they have sufficient coverage for programme participation. For further information on Camp America's medical insurance, please see our website.

10. Even after you pass the interview and are accepted as a candidate for the programme and after being offered a place, it remains your responsibility to inform the Camp America office in writing of any material changes to your medical or criminal history. Camp America reserves the right to vary, delay or cancel your placement should your medical circumstances deteriorate between the time of your application and the date that you are due to depart for the United States. Please note that some camps may require immunizations for Hepatitis A or B, Mumps or TB and any costs incurred are the responsibility of the applicant.

11. Criminal Offences – Please note that we actively promote equality of opportunity for all our applicants and seek out the right mix of talent, skills and potential and we welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to a position with Camp America. However, failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Failure to disclose details of criminal convictions (including juvenile, cautions and current charges) are grounds for dismissal from the programme, and will lead to any deposit payments already made being forfeited. If you have had incidents with the law, you are advised to check our website and discuss such matters with your interviewer or the local recruitment office before you are interviewed for the programme. Please note that because all our participants work closely with children our programme comes under the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 and you must therefore declare relevant spent convictions.

12. Camp America requires all participants to provide Criminal Background checks (see our website or talk to your interviewer for details). Charges for a criminal record check varies from country to country and payment will be the responsibility of the applicant. Camp America reserves the right to dismiss anyone from the programme without compensation or refund if they are found to have concealed any criminal conviction, caution or pending charge. You are therefore advised to make such information known at the earliest possible opportunity. If you have problems with legal authorities between applying to the programme and embarking for the United States you must notify the London Office of Camp America. Any attempts to conceal such incidents are grounds for dismissal from the programme and will lead to any deposit payments already made being forfeited. In the UK, it is Camp America policy to obtain Criminal Record Bureau checks under the American Institute for Foreign Study (AFIS) name. However portability studies may be undertaken for CRB checks obtained under previous employer/organizations within 6 months, upon completion of the relevant paperwork as directed on our website. However we draw your attention to the fact that increasingly previous employer/organizations are not willing to undertake portability on CRB's and in such circumstances the applicant will be required to pay the fee and complete the process again via Camp America.

13. For all applicants, even if your application is accepted, there is no guarantee that a camp director will offer you a summer position. A match is needed between the needs of the camp and your availability, experience and skills. More effort in your application and photos will improve your placement prospects. If a position cannot be found, you will be informed as soon as possible (certainly by 30th June) and have your First and Second Deposit Payments refunded no later than July 31st.

14. When a camp placement is found, Camp America will inform you via our online communication system immediately and you will then be required to pay a final group of payments. Please note the final payment charge detailed in the brochure is correct as of 1st August 2012 and includes prevailing security, fuel surcharge, passenger duty, air tax charges or any other charges relating to flight or departure fees. These charges may be subject to increase by airline or government authorities without notice and any such increases may be passed on to participants at our discretion. Your final group of payments includes a medical insurance premium, the final deposit payment and airport/security taxes. In addition, there may be optional baggage insurance or regional flight surcharges (see website for optional flight charges). Cancellations at the point of placement must be notified immediately and cannot be inferred by non-payment of the fees.

15. Once a placement or guaranteed placement has been confirmed and upon receipt of the second deposit, Camp America will dispatch the DS2019 visa application form required for application for the J-1 visa from your nearest American Consulate. You cannot participate on the programme without a J-1 visa stamped in your passport. This visa is obtained by attending a face to face interview at your nearest American Embassy/Consulate. All US embassies now impose dollar based visa fees mandated by Congress, which you will be required to pay in addition to Camp America payments (see our website for the most recent details). Applicants are also responsible for the costs of travel to and from their visa appointment (see our website for further details of embassy procedures). Applicants are advised to complete visa interview formalities as soon as possible once placement is confirmed. Interview appointments become very booked up after April 1st – and failure to book a timely appointment or update your CAD record with your appointment date will constitute cancellation from the programme. If you are refused a visa by the American Embassy/Consulate, please inform Camp America immediately. Refunds may be made at the discretion of Camp America, once proof of refusal is received. It should be noted that to process your J-1 visa the US Embassy will be required to keep your passport in order to print the visa into it.

16. After placement, if you fail to participate for any reason except bona fide illness, medical incapacity (as confirmed by a medical certificate and at Camp America's discretion), the first, second, third deposit payments along with airport tax, together with any regional flight surcharges will be forfeit.

17. Payment of your medical insurance is your confirmation to us to ticket your flight. If you withdraw from the programme following the ticketing of your flight, you will be required to pay an additional \$200 towards your unused flight ticket. Penalties are necessary because of the expense of flight reservations, interviewing, matching applicants with vacancies and general administrative costs involved in the programme. Camp America must be informed immediately of all cancellations.

18. It is the duty of every Camp America participant to comply with the requirements of the medical policy and criminal record check procedures of Camp America. Failure to disclose relevant information or to complete the required paperwork at the appropriate time can lead to termination from the programme and the forfeiture of all payments (see our website for the Camp America medical and criminal record check requirements). In order to conform with the requirements of US government J-1 visa regulations all participants on our programme are required to have and pay for our US operated medical policy. You may not participate on the Camp America programme unless you have paid for the required medical policy premium. Pre-existing medical conditions are not covered by Camp America insurance (whether previously declared, or not on the Camp America medical form) unless extra payment has been received for pre-existing coverage. See our [website](#) for full policy details.

19. You are required to complete a 9 week assignment. Any requirement to work longer than 9 weeks should be confirmed with your Camp Director prior to the start of your placement. Participants taking a Day Camp placement may be required to undertake a 10 week placement due to the time off given during the placement. If, through no fault of your own, your initial placement is unsuitable Camp America will do its best to find you an alternative placement enabling you to fulfill your commitment. We will undertake the search for an alternative placement only once a positive recommendation has been received from your previous camp. Accommodation and food costs etc during the time of seeking a new placement will be the responsibility of the applicant. During this time applicants will be required to maintain daily contact with our US office or will be deemed to have left the programme and visa cancellation will ensue. Participants who do not accept a suitable new placement at that time will be liable for the cost incurred by Camp America through non-payment or reduced payment of fees by the camp. If for any reason you fail to complete your assignment and/or engage in conduct that in the opinion of Camp America is deemed detrimental, you will forfeit your pocket money, application payments, airport tax contribution, insurance payment and all other payments. You will also jeopardise your visa status and be sent home at your own expense. You will not be permitted to remain in the United States under the terms of your J-1 visa and must leave the country or regularise your immigration status immediately. Camp America has a legal and moral obligation to report to the US authorities anyone who leaves the programme prematurely or who in any other way violates their J-1 cultural exchange visitor's visa. You will also be liable to pay US\$800 to cover costs incurred by Camp America through non-payment or reduced payment of fees by the camp.

20. In most instances your departure airport will be assigned according to the country from which you apply. The flight will either be free or subsidised and a regional supplement due.

21. No changes to your choice of departure airport can be made after 1st April.

22. All participants should be aware that the camp is charged a fee in respect to the costs associated with organising the Camp America programme. This fee is paid by Camps and is charged in all circumstances without exception and applies equally to returning or preplaced participants.

23. Late applications will only be accepted for pre-placed applicants up until 15th May 2011 (depending on availability of embassy interviews in your country of application).

24. If you reject your assigned westbound flight within 48 hours of your flight you will incur an airline penalty fee (up to \$275). After you have confirmed your westbound flight, any changes will incur a penalty fee of \$100 prior to departure (unless departing within 48 hours). Please note any changes to your confirmed eastbound flight will incur a penalty fee (up to \$275).

25. Due to a high volume of air travel there are a certain dates that may be very difficult to book flights back from the USA. For summer 2012 these dates are August 27th to September 7th 2012. Unless a flight date is requested before April 1st 2012 we will be unable to provide flights during the specified dates.

26. You are required to leave the US at the end of your camp stay or optional travel period. Your total stay in the United States cannot exceed 5 months and will be determined by US authorities. The United States Government has greatly improved systems to track participants who over stay their visas and the penalties involved may well include lifetime bans for the violator and their relatives. Camp America will assist the United States authorities in every way to deport anyone who violates the privileges of their J-1 cultural exchange visitor's visa. In addition to reporting all violators of the visa to the US authorities, Camp America will report all such visa misdemeanors to the university, college, employer and referees of anyone who abuses the privileges of the visa.

27. In operating the Camp America programme, the American Institute for Foreign Study (UK) Limited is an employment agency under the Terms of the Employment Agencies Act 1973.

28. Camp America may refuse to accept an application, or may reject an application at any stage without reason.

29. Applicants should be aware that all refund claims should be submitted by November 30th in the year you applied for or participated on Camp America programme. No further claims will be accepted after this time. **The American Institute For Foreign Study (U.K.) Limited ("Camp America") will:**

30. Arrange a return flight from London to the U.S. (return from New York) and send via our online communications system your full details about the arrangements made. If you are designated to fly from another European airport, an additional fee may apply (see our website). All applications received after 1st April should expect to depart from London.

31. Assist you in obtaining a J-1 U.S. visa by provision of the DS2019 and give you information relating to your work in the camp and your stay in the U.S.

32. Provide lodging at a hotel or hostel selected by Camp America for the day of your arrival in the New York area, except where specified in your flight/travel to camp information via our on line system.

33. If applicable, Camp America will arrange transportation for your arrival in New York to the Camp America accommodation following your June transatlantic flight. It should be noted that we will provide instructions for onward travel to your camp at the hotel. Participants should expect to undertake transportation from the hotel to camp (which will be via plane, bus or train) by themselves. It should be noted that travel costs incurred at this time should be paid by the participant, but that these costs will be reimbursed by your Camp Director upon production of receipts. Transportation to camp will not be arranged by Camp America for participants who have previously arranged to be on the 'Own Transport' scheme, nor for those for whom May or July transatlantic flights have specially and individually been arranged. For more information, please see the OT contract available on the website. Please note that early May departures fly directly to Camp.

34. In return for a medical insurance payment we arrange for insurance to cover your medical treatments up to \$500,000 (semi private room only) and the cost of flying you home if medically necessary. Participants pay the first \$200 in respect of each separate sickness or injury. Pre-existing conditions are not covered by the Camp America insurance, unless extra payment has been received for pre-existing coverage. Please click here for full policy details.

35. Keep available at Camp America headquarters in Connecticut during normal business hours throughout your stay in the U.S. a member of our staff for purposes of consultation who can be reached by telephone +(203) 399 5000 (from outside the US) or on free-phone 1 866 222 2074 (inside the US) and provide emergency back-up services. Emergency back-up service is also provided outside office hours (i.e. 24-hour emergency coverage) by phoning the above number.

36. Reimbursement for the full pocket money indicated on the brochure insert and as confirmed in your online personal placement profile will be awarded based upon the following criteria of days worked - 63 days for Camp and 70 days for Day Camps. If you do not work the full amount of days indicated above for your respective program, you will be awarded your pocket money on a pro-rated basis upon the number of days you actually worked. If you leave the program for any reason, you will also only be given pro-rated pocket money based upon your actual days worked. This pocket money payment **includes** the refund of deposit payments you paid to Camp America prior to your departure.

37. In some few instances taxation may be deducted from the amount of after camp payment you receive. You can claim this money back from the United States Government and you will receive the refund in December. Camp America will assist you in obtaining this refund by referring you to a commercial tax assistance company who will charge for their services.

The Applicant will:

38. Agree to comply with application and payment deadlines and penalty charges.

39. Agree to complete all visa requirements including attending personal interview at the United States Embassy or Consulate at your own expense in accordance with the instructions thereof and to be responsible for obtaining a valid passport at least three months prior to departure and to comply with all vaccination and immunisation requirements.

40. Agree to be present in good time for all flights or other transportation provided or arranged by Camp America. Camp America will not provide or be responsible for alternative transportation, except in the case of illness or accident in accordance with its group insurance policy.

41. Understand that Camp America and its staff undertake at all times to treat applicants and enquirers with courtesy and respect. In return for this we require our applicants to always be courteous and polite to our staff and associates. You therefore agree that hostile or aggressive behaviour by applicants will result in immediate cancellation from the programme and the forfeiting of all payments.

42. Agree to abide by all lawful rules and reasonable regulations of Camp America contained herein and of the camp in which you are placed. Please be advised that all camps have a strict no alcohol/drugs policy. If you break any of these rules will be immediately removed from camp and will be responsible for any costs incurred by Camp America through non-payment or reduced payment of fees by the camp. **It is illegal to buy or consume alcohol under the age of 21 in the USA.**

43. Agree to work for the required period at the camp to which you have been assigned. In some cases less or more weeks may be required, this will be confirmed in your placement information. If your assignment is for more than 9 weeks Camp America (residential camps) or 10 weeks for Camp America (Day Camps), extra payment should be agreed in writing directly with your Camp Director.

44. Agree to abide by all appropriate regulations and instructions of the U.S. Government, including returning home no later than five months after entry to the U.S.

45. Agree that in order to protect the children in the facilities to which we send staff, Camp America reserves the right to cancel placement without explanation right up to the moment of departure. In these very rare circumstances, at Camp America's discretion, a refund of charges will be made.

46. Agree to carry out your Camp Counsellor/Campower duties and other responsibilities towards the participating camp to the best of your ability and with due respect and to take full advantage of the travel opportunities at the end of your camp programme in accordance with the rules and guidelines set out in the Camp America programme brochure, handbooks and website.

47. Agree to leave the U.S. at the end of your stay on or before the termination date of your visa and will not attempt to return subsequently to the United States without complying with U.S. visa requirements.

48. Agree not to accept any form of paid employment in the U.S. during your stay other than within your duties as a Camp Counsellor/Campower worker with the designated camp.

49. Understand that Camp America flights, unless specified otherwise, will normally depart from and return to London (unless a special surcharge is paid to Camp America in order to depart from another airport) and that you are responsible for any other transport costs prior to departure and upon your return.

50. You further understand that you must also make your own way back to your assigned U.S. departure airport (usually New York) at the end of the programme in time for your return flight and pay any transportation costs to the airport.

51. Co-operate fully with those supervising the programme on behalf of Camp America, and you agree to abide by any reasonable instructions they may give you.

52. Understand and acknowledge that you are not an employee or agent of Camp America or any affiliate thereof and agree not to make any representations to any third party or employee of the participating camp to that effect. You understand that you are a cultural exchange visitor and not an employee of the camp to which you are assigned.

53. Understand that Camp America does not own or in any way assume responsibility for the operation of camps. The running of each camp is solely at the discretion of its proprietor and/or director. As a consequence, Camp America cannot, and does not, accept liability for any decisions, actions or omissions of whatever nature made by or on behalf of the proprietors and/or directors of the camps. If you consider that you have suffered any loss, injury or damage whatsoever as a result of any such decisions, actions or omissions, your right to recourse lies against the director or proprietor of the individual camp. Your acceptance of a placement with a camp is subject to this condition.

54. Understand that the responsibility of the camp to you is limited to housing, food, linen, the cost of transport from the arrival city in the U.S. to the camp, and the after camp payment paid to you by the camp. If any problems should arise between you and your camp during the course of your stay, you must promptly inform our representative in Connecticut.

55. Warrant that information given in the application procedures by you is honest and accurate and agree that you will perform your duties to the best of your ability. Providing false or misleading information about yourself will lead to cancellation from the programme.

56. Be responsible for any liability, obligation, loss or expense including court costs and legal fees, incurred by Camp America, its staff, agents, employees and organizations affiliated with it, the participating camp or third party resulting from any injury, loss, property damage or expense that you directly or indirectly cause or to which you contribute in any way.

57. Understand and acknowledge that Camp America, its affiliates, agents and employees, will act on your behalf in arranging transportation in connection with your appointment as a Camp Counsellor/Campower worker and in providing other services.

58. Waive and release Camp America and its affiliates, agents and employees from any claims whatsoever arising from any injury, loss, damage, accident, delay, or expense resulting from events beyond its control, including without limitation acts of God, acts of war, strikes, incidents of politically motivated violence, terrorism, sickness or quarantine, government restrictions or regulations, and, in the absence of gross negligence (or negligence in the case of personal injury) by Camp America, arising from the use of any vehicle or from any act or omission by any agent or employee or guests of the participating camp, individual, firm, or company in relation to transportation to, from and within the U.S. or another facility or service organised on your behalf.

59. Understand that Camp America or its affiliates or agents may, without liability, or expense to themselves take whatever action they deem appropriate with regard to your health and safety and may place you in a hospital for medical services and treatment or, if no hospital is readily available, may place you in the hands of a local medical doctor for treatment. You undertake to reimburse us, our agents or the summer camp in which you are placed for any expenses incurred by us or them in taking any action reasonably considered necessary in the interests of your health and safety, which is not covered by the medical insurance policy. If deemed desirable by Camp America or its agents, you authorise them to transport you back to your country of origin at your own expense.

60. Understand that Camp America considers children and young people to be individual and valuable members of society who have an unconditional right to be treated with dignity and respect. As such they should be fully protected against any exertion of inappropriate power, whether sexual, physical or emotional. **Relationships with campers, or with anyone under the age of 18, are strictly forbidden.** Camp America will fully support any action taken against perpetrators of abuse.

61. Consent to your personal information being held, processed and disclosed by Camp America both within and outside the EU. Participants understand that data will be transferred both electronically and by physical means between AIFS offices and US employers, government departments, airlines, insurance providers and other relevant suppliers and have supplied this information for the purpose of seeking seasonal work/placement in the USA and in order for Camp America to arrange transport and visa services. For the purposes of this clause personal data includes but is not limited to all information supplied on application forms, medical forms and criminal record confirmations. For full details on how we use personal information see www.campamerica.co.uk Click here to view our privacy policy.

62. Consent to your image and any comments, photos and videos uploaded to the Camp America website to be used for marketing purposes.

63. Understand that the law of the State of Connecticut should apply to the Agreement between us and you agree to submit to the jurisdiction of the Connecticut Courts. A COPY OF ALL TERMS AND CONDITIONS IS AVAILABLE AT ALL TIMES ON OUR WEBSITE, WWW.CAMPAMERICA.CO.UK Click here if you would like to download a PDF version of the Terms and Conditions.