



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 requests, CIEE cannot guarantee that all requests will be met.
7. The participant agrees to pay all fees in full within 10 days of receiving a placement and at least two weeks before departure.
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 \$500 commitment deposit 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 TEFL certification, the commitment deposit amount is \$1,000, which becomes non-refundable once the participant begins the TEFL course, regardless of placement outcome.
- c. If written/e-mail notice of cancellation is received by CIEE within 30 days of receiving a placement or job offer and more than 45 days prior to the program start date, 50% of the "Balance of Program Fee" payment can be refunded; otherwise it is non-refundable. The commitment deposit remains non-refundable in this case.
- d. CIEE will not refund fees should a participant decide, after arrival in 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/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".
22. Completion Bonus for Teach in China/Teach in Thailand Applicants: The host institution is responsible for covering the return flight stipend or contract completion bonus, if indicated in the contract between the participant and the host organization. This applies to Teach in China and Teach in Thailand participants who enroll in a two-semester CIEE program and teach for two consecutive semesters at the same school. Host institutions are not bound to cover one-way flight costs to those participants who agree on an initial one-semester contract and extend for a further semester at the same institution. Participants who agree to work a two-semester contract and change host institutions during that time forfeit any covering of the cost of the return portion of their flight.
23. On some programs it is possible to extend your participation on CIEE's program for an additional semester or year. Should a participant choose to renew on the Program for a further term, the participant is responsible for paying CIEE an extension fee of \$550 to remain a participant on the Program. The extension fee includes insurance coverage, in-country support, and in some cases placement at a new school.

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

Questions? Contact a Teach Abroad program coordinator at teach@ciee.org or by phone at 1-207-274-5783.