



HR ELITE LIMITED TERMS AND AGREEMENT

This document serves to detail the general terms and conditions of the relationship between HR Elite Limited and J1 Summer Work Travel Program Applicants/Participants.

HR Elite agrees to the following terms:

1. Administration:

To provide thorough program administration:

- to facilitate international recruitment fairs in person or via online for designated visa sponsor
- to provide (through the visa sponsor), a pre-arranged job offer letter with an appropriate, verified and approved employer. All jobs are sourced and vetted by the US sponsor
- to provide (through the visa sponsor), the issuance of the DS-2019 visa form
- to be the primary liaison to participants and visa sponsor and the visa sponsor's agents
- to provide suitable participant/self-arranged housing leads where there is no employer housing provided.
- To provide ongoing program support throughout the program duration for all work and cultural exchange programs that we have facilitated through the designated visa sponsor
- To remit a portion of funds collected from participants over to the overseas visa sponsor , (in the form of pre-payments) to secure the allocation of J1 Exchange Visitor Program Placements (summer work and travel job placements) and the DS 2019 visa form.

2. Fees and Refund Policy

The fees and refund policy will be agreed in US dollars in a separate annual financial memorandum.

2B. Responsibilities and Obligations of Participants

Participants on the Summer Work Travel program are responsible for:

- payment of program, housing deposits/advance rent and application/agency registration fees.
- cost of travel to and from US arrival airport and place of work.
- cost of obtaining a USA J-1 student exchange visa including any costs associated with SEVIS compliance and cost to ship the DS 2019 Visa form/SEVIS receipt.
- cost of program insurance in the USA.
- any other costs incurred through non-fulfillment of contract.



Participants on the Summer Work Travel program agrees:

- to honor and abide by the program terms and conditions. These conditions include but are not limited to those specified in the Participant Agreement to be signed by all participants.
- to honor and complete all work contracts with US employers.
- to abide by the J1 program regulations.
- to comply fully with the requirements of SEVIS.
- not to act in any manner likely to bring the employer, the program or the program sponsor into disrepute.

3. Force Majeure

HR Elite recognizes that certain events may occur, which are beyond the control of the organization (“force majeure”). In such a case HR Elite (a) will work to minimize the impact on participants and programs, and (b) recognize that a review of this Terms and Agreement may be necessary subject to the mutual commitment to preserve the intent of this agreement.

4. Commencement, Duration and Termination

This agreement shall commence on the later of the dates indicated by the signatories below.

- This agreement constitutes the entire agreement between HR Elite and Participant. There are no misunderstandings, agreements or representations, oral or written, not specified herein, regarding this agreement. No amendments, consents, memoranda or waivers of terms of this agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent, waiver or memorandum shall be effective only in the specific instance and for the specific purpose stated.
- Either party may terminate the agreement by giving notice in writing to the other party of intent to discontinue the co-operative relationship.
- Neither party will terminate this agreement prematurely without due cause.



HR Elite Limited and Participant by their signatures below, acknowledge having read and understood the agreement and agree to be bound by its terms and conditions.

* _____
Accepted by HR Elite Limited / Date

* _____
Accepted by Participant / Date

* _____
Printed Name and Title

* _____
Printed Name and Title



2021 J1 EXCHANGE VISITOR (SUMMER WORK TRAVEL PROGRAM) FINANCIAL MEMORANDUM

All fees and refunds are listed in the Financial Summary Matrix Below.

USD \$1,635 PROGRAM FEE PAYMENT PLUS JMD \$2,500 AGENCY REGISTRATION FEE PLUS JMD \$1,000 RESUME PROCESSING FEE TO BEGIN PLACEMENT PROCESS. PROGRAM FEES PAYABLE IN USD TO HR ELITE LIMITED.	
FEES	REFUND POLICY
<p>EXCHANGE PROGRAM</p> <p>VISA SPONSOR (USA)</p> <p>*Exchange Visitor Program Placement - (J1 Summer Work & Travel Job Placement)</p> <p>*DS 2019 Form</p> <p>*Medical Insurance</p> <p>*US Program Support = \$ 1,050</p> <p>*Additional Health Insurance if Required: \$60*</p> <p>Compensation:</p> <p>Pay is minimum wage which varies by state. In most cases minimum wage is calculated at \$8.00 per hour. Many employers pay above minimum wage.</p>	<p>Full fee is non-refundable after DS-2019 is issued.</p> <p>\$200 of program fee is not refundable in the following cases:</p> <ul style="list-style-type: none"> • Cancellation notice is received after submitted to sponsors database and matched to summer work travel job offer. <p>\$250 of program fee is not refundable in the following cases:</p> <ul style="list-style-type: none"> • Participant has already been matched to summer work travel offer and DS form has already been requested. <p>*Participants who cancel the program within 14 days of start for reasons other than visa denial will forfeit housing deposit where applies.</p>
<p>PROGRAM ADMINISTRATION LOCAL AGENT (JAMAICA)</p> <p>HR Elite program administration fee = 300</p>	<p>75% Refundable in the following cases</p> <ul style="list-style-type: none"> • Withdrawal/Cancellation/Termination/Visa Denial/Program Suspension and or Cancellation.
<p>RECRUITMENT FAIRS ONLINE & IN-PERSON</p> <p>International recruitment/ fairs: \$250</p> <p>*Recruitment fairs: In-person and or virtual.</p> <p>*International travel for the procurement of international exchange opportunities with US Sponsors and their designated agents/ reps & employers.</p>	<p>100% Refundable in the following cases</p> <ul style="list-style-type: none"> • No job placement secured
<p>SEVIS</p> <p>*SEVIS I-901 Fee = \$ 35</p>	<p>Non-refundable</p>
<p>DS 2019 FORM SHIPPING FEE</p> <p>Shipping Fee = \$30 (waived)</p>	<p>Non-refundable</p>
<p>RE-ISSUE OF DS-2019 FORM</p> <p>Re-issue of DS-2019 visa form due to loss/or stolen after arrival or program date changed after acceptance.</p>	<p>\$150 Non refundable</p>

Fees do not include:

- US Embassy visa application and embassy appointment scheduling fees
- International and domestic airfares and other transportation
- Daily living expenses including housing deposits, rent, meals, amenities and transportation

Signature: _____



The program fee payable by participant to HR Elite Limited includes:

- International recruitment fairs in person or online
- J1 Exchange Visitor Program Placement (Summer Work & Travel job placement), DS-2019 Form, SEVIS fee and DS 2019 form shipping fee.
- Medical and travel insurance.
- Participant support services locally and for the duration of the program while participant is overseas.
- Program literature and materials.

1. Payment

The program fee is payable to HR Elite Limited. Payments may be made to any Scotiabank island-wide to the business savings account of HR Elite Limited. Program fee payments are to be made in US currency only. Agency registration fee payments are to be made in JMD currency. **We do not accept any cash at our office.**

2. Refunds

Refund of program fee payments (including pre-payments), made to the visa sponsor by HR Elite to facilitate the allocation of job placement and the DS 2019 visa form are issued to HR Elite in the form of credit by the US visa sponsor at the end of the program season. Cash payments are made out to participants by HR Elite at the beginning of the new program season which is September to October of that year.

3. Flights

Participants' flight expenses to/from the USA are not included in the Program fees. Outward and return dates (and any subsequent changes to these) must be notified to HR Elite Limited at least 24 hours prior to departing to the USA.

HR Elite Limited and Participant by their signatures below, acknowledge having read and understood the agreement and agree to be bound by its terms and conditions.

* _____

Accepted by HR Elite Limited / Date

* _____

Printed Name and Title

* _____

Accepted by Participant / Date

* _____

Printed Name and Title