



## Terms & Conditions

Viale Bruno Buozzi, 19, A1, int. 3  
00197 Roma - ITALIA  
Tel. : 06 80 69 21 30 - Fax 06 80 66 67 85  
E-mail : [info@euroma.info](mailto:info@euroma.info) [euroma@mclink.it](mailto:euroma@mclink.it)  
<http://euroma.info>  
Codice fiscale : 97393200585  
C.C.I.A.A. ROMA 1121624

### Work Experience Programmes

#### Eligibility

1. Work placement programmes are available to participants from 18 years or over.
2. Participants are required to have an intermediate level of English.
3. It is the responsibility of the participant to obtain the appropriate visa for this Programme.

#### Insurance

All participants must possess appropriate insurance that covers any medical, health and repatriation needs, plus their personal possessions. Our agent is not responsible for the organisation or payment of such insurance costs. The participant should declare all relevant health issues and any specialised medication required.

#### Documentation

1. Letter of application and Curriculum Vitae should be submitted to Euroma at least 6 weeks prior to the commencement of the participant's work placement.
2. Information on what type of work placement the participant requires should be provided to Euroma. Each participant will be required to give three alternative work placements. Taking into account the participant's education, training, interests, past experience, future career path and length of programme, placements will be proposed accordingly.

#### Programme

1. Minimum length of an Internship is 4 weeks.
2. Applications are accepted subject to the participant's suitability for the positions available.
3. Our agent will endeavour to supply full details of each placement, including the name and address of the employer to the participant approximately 21 days prior to the participant's arrival.
4. Most companies will want to interview the participant by telephone or face to face before offering the participant a work placement.
5. Participants must be aware that the actual hours they work will be determined by the company in which they work and our agent has no control over this aspect of the Programme.
6. In order to facilitate the most appropriate placement the participant should note that travelling times to work experience location may vary.
7. Our agent will endeavour to find the participant a work placement starting on the date the participant has requested. However, our agent reserves the right to offer the participant a placement starting up to 14 days after the participant's requested start date.
8. A work placement is an unsalaried post. A host company may offer to pay certain expenses such as travel, but they are under no obligation to do so.
9. If a company does not provide the experience they promised, our agent will try to resolve the problem, provided that the participant informs us immediately after starting his/her placement. If the fault lies with the company and we cannot find a solution, we shall find another placement for the student.



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10. Our correspondent will make every effort to ensure that employers do not cancel or terminate a placement except in the case of serious unsuitability of the participant.
11. The participant will not be permitted to refuse or change a placement except when our agency considers that the participant has a valid complaint.
12. our correspondent is not responsible for any participant who leaves their placement without prior consultation.
13. If a participant's internship is terminated by the participant's employer, with justification, our correspondent will not be responsible for finding another placement for the participant.

### **Fees**

1. All fees and charges will be agreed in writing prior to any Programme booking.
2. Once Euroma finds the participant a work placement full payment for the participant's course is due.
2. Where payment is not received by Euroma within the agreed time limits, a late payment administration charge of €50 will be charged plus interest of 10% on the total agreed fees and charges.

### **Cancellation Policy:**

- All requests for cancelling a work placement programme must be sent in writing.
- There is no refund for a cancellation made within 21 days of the commencement of the course or if a student fails to complete the programme.
- 50% refund will be made where notice is given more than 21 days prior to arrival. Where host family accommodation has been booked, an additional €100 will not be refunded in order to compensate families.
- In the event that a participant chooses to leave the programme early without a justified reason no fees will be refunded.

Our correspondent reserves the right to alter the prices, terms and conditions at any moment, adjusting to external factors affecting our correspondent such as changes in currency rates, new legislation etc.

I have read and accept the above terms and conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_