



### **Conditions**

Some hotels are open the whole year, others only during the high season, from April to October. The minimum length is 8 weeks, the maximum is 6 months.

Participant must expect to do the voluntary practical training between 38 and 40 hours per week.

Participant must sign a three party agreement (hotel, participant and our correspondent) where the practical training conditions are set out.

Participant will receive a minimum monthly voluntary gratification of a minimum of 200 €.

Participants can apply for a city or region but the place selected can not be guaranteed by our correspondent.

### **Accommodation and Meals**

Participants will stay in the staff accommodation (usually shared) with full board regime.

During the language course in Seville (if required), students will be accommodated in shared flats located in the city centre with self-catering regime or in Spanish families with half or full board.

### **Dates**

Program available all year long.

### **Tutoring and follow up**

For those students who have booked a language course in Seville, an orientation will be held on their first day, at 8:30 am at the school.

For those participants who are not attending a language course, all the information will be sent by mail. They shall go straight to their placement on the first day.

Each month, every participant is evaluated to know how everything is going and in order to solve any problems that may occur. At the end of the training, both the hotel and the participant are evaluated and all the results are included in a final report.

### **Insurance**

Every participant must have a health insurance to cover accidents, death, permanent disability, sanitary assistance. European Community nationals must bring their Certificate of the European Social Security or a private health insurance. All participants must also have the compulsory civil liability insurance that covers personal liability for the practical training. If they don't have their own one they can book it through our correspondent. Non-EU participants must supply their own private insurance and civil liability insurance.

### **Security**

Never leave your personal belongings unattended and keep an eye on your wallet and money when you carry them with you. We recommend carrying a copy of your ID or passport in your bag and leave the originals at your accommodation.

### **Cancellations**

Cancellations after the application forms have been sent to our correspondent incur a charge of €200. Once the programme has started, no refund is made. Change of booking cost €50.

**Recommendations**

- Bring emergency funds to pay for unforeseen expenses
- Be mature enough to face the difficulties of adapting to life in a foreign country
- Have an open mind towards new experiences and situations
- Take an interest in discovering new ways of life in different surroundings
- Demonstrate a willingness to learn and adaptability to different practices
- Be flexible about the placement and location

**Code of ethics**

- Behave in a responsible manner and respect cultural differences.
- Participants are required to dress smartly: those dealing with bar or restaurant sector should bring black trousers and whites skirts (girls should take knee length skirts), and black shoes.