



## Terms & Conditions

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<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. Participants must be both physically and psychologically fit to participant in a work placement programme. Details of any disability must be given to Irish Education Partners prior to commencement of the programme. Applications are accepted subject to the participant's suitability for the positions available.
3. Our correspondent will endeavour to supply full details of each placement, including the name and address of the employer to the participant approximately 14 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. With every work placement programme the Host Company placement is of primary importance; accommodation is then organised for ease of access to the Host Company.
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.



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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. No Participant, Agent, University, College or other sending organisation may approach host companies directly regarding any payments.
9. In the event of a problem with a host company, Irish Education Partners will make every effort to resolve the problem. As part of the programme a participant can be offered an alternative host company in such circumstances, but only if there is a valid reason to do so.
10. Our correspondent will make every effort to ensure that employers do not cancel or terminate a placement but our correspondent cannot be held responsible if a company decides to cancel or terminate a placement.
11. Our correspondent will not offer a replacement host company if a participant leaves their placement without prior consultation.
12. 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.
13. Our correspondent will make every effort to place participants in suitable company placements, but cannot guarantee to find placement in every instance.

### **Fees**

1. All fees and charges are as per our published Agents Rates or formal quotation.
2. Full payment for a programme is due 21 days prior to the starting date of the programme.
3. Where payment is not received by our correspondent 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 prior to arrival :**

- All requests for cancelling a work placement programme must be sent in writing.
- There is a cancellation fee of 30% of the total cost of the programme if a cancellation is made within 21 days of the commencement of the programme.
- There is an Administration Fee of €100 for CVs received and subsequently cancelled after 3 days or more from the date of receipt of the CV

### **Cancellation Policy after arrival:**

There is no refund if participants leave the programme or the programme is cancelled.

Our correspondent reserves the right to alter the prices, terms and conditions at any moment, adjusting to external factors affecting Irish Education Partners such as changes in currency rates, new legislation etc.  
I have read and accept the above terms and conditions.

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