

# e-JAM WORK & TRAVEL PARTICIPANT TERMS & CONDITIONS

A Partner Agency, with and on behalf of International Cultural Exchange Organization Inc. (ICEO), a designated sponsor for the US J1 Work & Travel Program

**This Participant Terms & Condition entered into by and between e-JAM, Employment Jamaica, Ltd. (e-JAM), with address at: 73 Main Street, Ocho Rios, St. Ann.**

And

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

## OVERVIEW

ICEO is a designated Sponsor of the J1 US Summer Program who entered into a written agreement with e-JAM as their Partner Agency, for the purpose of pre-selecting, recruiting and referring University and College students to be hired for its clients (employers) in USA.

**Please read the below Terms and Conditions carefully, place an initial in the spaces indicated, then sign the declaration to confirm that you have read, understood and agreed to all the following conditions:**

### **Applicant/Participant Acknowledges that:**

1. The purpose of the J1 Work and Travel program is to give full time university and college students the opportunity to work in the USA for up to four months while experiencing another culture.
2. It is my responsibility to check the eligibility requirements of the J1 Work & Travel Program on e-JAM's website – [www.j1workandtravel.com](http://www.j1workandtravel.com) and the U.S. State Department's website, <http://j1visa.state.gov> and to review all documents provided by e-JAM before registering to participate in the program.
3. Eligibility into the J1 Program is based on several factors, i.e. my application package, fluency in the English language, references and personal interviews.
4. e-JAM reserves the right to refuse any applicant who is not eligible to participate in the program, or anyone it deems as not appropriate for acceptance in the general interest of e-JAM, or the program.
5. I am in good physical and mental health and have no pre-existing condition that would prevent me from participating in the program.
6. The **Program Fee of US\$1,650.00** is payable in US Dollars and includes: credit card processing fees; resume reformatting; guaranteed job placement; pre-arranged housing; visa sponsorship (issuance of the DS-2019 Form – needed to apply for the J1 Visa); basic medical insurance for the duration of the program;

processing visa application/pre-departure orientation; \$35.00 non-refundable SEVIS Fee and local support in the US. **It does not include: US Embassy Visa Voucher fee, airfare, housing, meals, etc.**

7. The basic Insurance policies provided through ICEO and cost included in the Program Fee do not cover pre-existing conditions and that I have the option to upgrade to a better insurance policy.
8. As part of the registration process, I am required to pay a non-refundable Registration Fee of JA\$2,500.00, at Scotia Bank, E-JAM, Employment Jamaica – A/C#601119. Or, US\$25.00 online (including credit/bank fees), in order to be considered as a potential participant.
9. The following documents are required for completing e-JAM’s online registration:
  - a signed copy of this Terms and Conditions and Cancellation Refund Policy;
  - an updated typed resume;
  - copy of a valid passport (including any previously issued USA visas, valid up to 6-months after return date);
  - a head shot passport size photograph taken within last six months;
  - bank or online receipt of the Registration fee.
10. All information provided to process the registration/application is true to the best of my knowledge and that any false information may lead to immediate cancellation from the program and any deposit paid will become non-refundable.
11. A signed agreement exists between e-JAM and ICEO, authorizing e-JAM to collect and disburse the Program Fee due to ICEO.
12. e-JAM aims to process and send applications to our sponsors as quickly as possible and therefore, in order to be eligible for early job selection and placement, it is important that I make a minimum Program Fee deposit of **US\$825.00**, payable after I have successfully completed the registration process (including uploading all my documents to my online e-JAM account).

Initial\_\_\_\_\_
13. Assuming that I meet all eligibility criteria and after a job placement is confirmed, I will be expected to pay my program fee balance within three (3) business days. I further understand, that ICEO will not complete my application until Program Fee is paid in full.

Initial\_\_\_\_\_
14. Any applicable refunds due to me will be made by ICEO, at the end of the program and paid to me through e-JAM (See Refund/Cancellation Policy).
15. I must be able to provide Proof of Student Status; namely, an official letter on the University letterhead, verifying that I am currently enrolled and attending an accredited College/University and available to work during my university summer break, (May to September).
16. The jobs available may not relate to the degree I am after, or desired profession.
17. If documents requested by e-JAM and/or ICEO are incomplete and not submitted by the due date, e-JAM will not be held liable for any application that is not processed on time, nor for any late fees that may incur.

18. Any information submitted by me to e-JAM as part of the registration/application process may be held on an electronic database and made available to e-JAM's sponsors and prospective employers.
19. The US Sponsor and/or Host Employer will conduct an interview either by telephone, or online; therefore, e-JAM cannot guarantee placement and cannot be held responsible for non-placement.
20. It is mandatory for me to attend, either a physical, or virtual orientation with e-JAM prior to my departure to the US.
21. Although e-JAM will assist in any way possible, ICEO is my official program sponsor and my primary point of contact and support while in the US and not my employer, or e-JAM.
22. I will comply with ICEO and my Employers rules and respect the dress code of my employer.
23. I must be flexible and willing to work various shifts, including overtime, weekends and religious holidays.  
Initial \_\_\_\_\_
24. US Immigration Officers require that I have a minimum of **US\$1,500.00** available upon entering the USA, to support myself prior to obtaining my first paycheck; for housing deposit, food, etc. and I understand that I can be denied entry to the United States if I do not comply. Therefore, I will need to provide advance proof to e-JAM of at least **US\$1,500.00** savings set aside.  
Initial \_\_\_\_\_
25. I fully understand that although I am placed on a job and have paid all my fees, there is no guarantee that I will gain entry into the United States. The US Embassy has the authority to deny, or approve the issuance of visa, or entry clearance. If I am denied a visa, it is my responsibility to obtain the necessary denial notice from the embassy to submit to e-JAM in order to obtain a refund. I further understand that if the Visa Denial notice is not received by ICEO before the job start date as stated on the DS-2019, I will be charged a late fee, as per the below Cancellation and Refund Policy.  
Initial \_\_\_\_\_
26. I understand the Host Company, my employer, has the right to dismiss me if my performance is unsatisfactory and that if I am dismissed, I will return home within 10 days at my expense.
27. If I accept a job and thereby refuse it after the visa has been granted, my program fee will not be refunded. Or, I will be responsible for paying the Program Sponsor an additional fee for sourcing another job.  
Initial \_\_\_\_\_
28. Once the DS-2019 is in my possession, if misplaced, or lost, I will bear the full expense for replacing it.
29. It is mandatory that within 72 hours of arrival in the United States and every 30 days thereafter, I must check in with my J1 Sponsor to provide a monthly activity report.
30. I hereby waive and releases e-JAM, its directors, officers, affiliates, employees, agents and representatives, to the maximum extent permitted by law, from all claims, causes of action, liability, loss or damage (including, without limitation, damage to property, personal injury, illness or death) suffered or incurred by my participation in the Program.

**COVID-19 - Additional Terms and Conditions**

**Based on current situation, which may change by Spring 2023**

1. I acknowledge that prior to travel to the United States, I must provide a doctor's letter stating that I am fit to fly, and that I am not carrying the COVID-19 virus.
2. I understand that I may need to practice social distancing, guest and gathering policies and quarantine protocols.
3. I understand that ICEO, or e-JAM cannot guarantee that the placements are safe from COVID-19 exposure.
4. I understand that wearing face covering may be required inside buildings, during program activities at the U.S. employer's location, or outside.
5. If Program is shortened due to developments with COVID-19 or U.S. employer's decision, ICEO may not be able to identify alternative program for me and that I will be advised to return to my home country as soon as possible.

My signature below confirms that, I have read and fully understand these Terms and Conditions in its entirety; including the additional COVID-19 Terms and Conditions. I also confirm that if I am under 21 years my parent, or guardian must also sign below.

My signature also authorizes e-JAM **TO USE** \_\_\_\_ / **NOT TO USE** \_\_\_\_ my name, photographs, video resume, testimonials, or statements in materials to be used for their website, or social media sites in order to market and promote the Overseas Program.

Students Name (please PRINT): \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (if under 21 – please PRINT:) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## e-JAM's PROGRAM FEE - CANCELLATION & REFUND POLICY

|  | FEES DEDUCTED |
|--|---------------|
| Cancellation after receiving Program Fee deposit and confirmation of registration  | \$ 100.00     |
| Cancellation after starting the process and resume submitted to ICEO   | \$ 350.00     |
| Cancellation after application submitted to ICEO, but before DS-2019 Form printed  | \$ 600.00     |
| Cancellation after application submitted to ICEO, and after DS-2019 Form printed but before J1 Visa interview  | \$ 700.00     |
| Reprint of DS-2019 Form  | \$ 150.00     |
| If interviewed and rejected by ICEO and/or Employer after three interviews ( <b>Note: Participant will have up to 3 interviews with Host Employers, or ICEO interviewing on their behalf. Reasons for rejection, are: insufficient English language skills, inability by Participant to complete ICEO WAT application within set deadlines, any factor of which ICEO becomes aware which makes Participant ineligible to take part in ICEO WAT).</b> ) | \$ 500.00     |
| Cancellation due to J-1 visa denial  | \$ 550.00     |
| Cancellation/Visa Denial information received by ICEO BEFORE the job start date as stated on the DS-2019 (Include Non-Refundable SEVIS)  | 0             |
| Cancellation/Visa Denial information received by ICEO WITHIN 30 days after the job start date as stated on the DS-2019 (Include Non-Refundable SEVIS)  | \$ 100.00     |
| Cancellation/Visa Denial information received by ICEO AFTER 30 days of the job start date as stated on the DS-2019 (Include Non-Refundable SEVIS)  | \$ 225.00     |
| <b>Program cancelled, suspended, or postponed by US, or JA Authorities outside of ICEO/e-JAM's control:</b>  |               |
| - Before visa issued   | \$ 400.00     |
| - After DS-2019 Form Issued  | No Refund     |
| Cancellation after receiving J -1 Visa   | No Refund     |
| Once arrive in the US, if withdraw from the program, terminated, or program shortened before end date  | No Refund     |

**My signature below confirms that, I have read and fully understand e-JAM's Cancellation & Refund Policy in its entirety. I also understand that if I request a refund after the DS-2019 Form is printed, I must return the Original DS-2019 Form before a refund can be granted.**

Students Name (please PRINT): \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (if under 21 please PRINT): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_