

## PARTICIPANT APPLICATION FOR AIDE PROGRAMS

Welcome to the AIDE Internship, Teach, Work and Volunteer Abroad Programs. We are excited that you have decided to apply with us. This application should be submitted at least 3 months before your anticipated start date. If you have any questions, or if you are submitting your application within 2 months of your start date, please contact us by email at [application@aideabroad.org](mailto:application@aideabroad.org) or call us at 1.866.6.ABROAD ext. 137 or +1.512.904.1137.

### Instructions for applying for an AIDE Program:

- Please review the information for your intended program to ensure you are eligible for the visa. If you have any questions, please do not hesitate to contact us at 1.866.6.ABROAD ext. 137 or +1.512.904.1137.
- All applicants should complete this application and submit any required supplemental information.
- Please fill in your name and sign and date the Terms & Conditions on pages 7 and 8.
- If you are in the process of applying for your passport, please leave the line for the passport number blank, but be sure to contact AIDE with that information as soon as you receive it.
- There is a US \$250 program deposit required with your application. This cost is not in addition to your program. Unless AIDE is unable to find a placement for you, this deposit is non-refundable and will be deducted from your program fee.
- Keep a copy of the application for yourself.
- You can submit your application by email to the following address:

[application@aideabroad.org](mailto:application@aideabroad.org)

If submitting your application electronically, please call us to arrange payment of your program deposit.

You can also mail your completed application with your program deposit to the AIDE Office:

AIDE  
1221 South MoPac Expy, Ste. 100  
Austin, TX 78746 USA

### Interview and Pre-Departure Orientation Session

Upon receipt of your application, we will send you an email to arrange your interview. These are conducted via telephone and are used as a way to get to know you better, make sure that the program you have selected is right for you, and answer any questions you have. Once you receive your placement, we will schedule your pre-departure orientation session to go over your specific responsibilities, arrival information, and housing, as well as answer any further questions. Please note when arranging a time for your interview and pre-departure orientation that we are in the Central Standard Time zone.



## Payment

Payment of your program deposit is due upon receipt of your application. We are unable to process any application without a program deposit. Complete payment of the program fee is due within 90 days of your program start date. All payments may be submitted by credit card, check, money order or bank transfer. Please contact a Program Manager if you wish to pay by credit card or bank transfer.

## APPLICATION CHECKLIST

Complete and return the following to AIDE:

- Application Form
- Signed Terms and Conditions
- Recommendation form (can be submitted separately)
- Two photos (in which you are clearly identified)
- Resume
- Color scan or copy of main page of your passport
- Any relevant certificates (if applicable)
- Program Deposit: \$250 USD

## ADDITIONAL ITEMS THAT MAY BE REQUIRED (DEPENDING ON PROGRAM):

Some programs may require a Letter of Intent. This will be covered in your interview.

### All Participants Desiring a Home Stay with a Host Family

- Housing information form
- Host family letter

### Teach China

- Copy of Bachelor's degree or transcripts (official or unofficial)

### Work England

- One full length photo

## PROGRAM INFORMATION

Please check the program you are applying for: (Please select **ONLY** one program)

[If you are unsure which program you want to apply for, please contact a Program Manager at 1.866.6.ABROAD ext. 137 or +1. 512.904.1137 to discuss the best program option for you.]

### Internship

- Internship Argentina  
 Internship Australia  
 Internship China  
 Internship Costa Rica  
 Internship Ecuador  
 Internship Ireland  
 Internship Peru  
 Internship Spain - Barcelona  
 Internship Spain - San Sebastian  
 Internship Spain - Vejer de la Frontera

### Teach

- Teach China  
 Teach Spain

### Work

- Work Outback Australia  
 Work and Travel Australia  
 Work England

### Volunteer

- Volunteer Argentina  
 Volunteer Costa Rica  
 Volunteer Ecuador  
 Volunteer Guatemala  
 Volunteer India  
 Volunteer Peru  
 Volunteer South Africa

Specific Program or Field (i.e. Medical, Community Development, Conservation, etc.) \_\_\_\_\_

Preferred program start date: \_\_\_\_\_ How long would you like to stay? \_\_\_\_\_

I will need academic credit for my program

I plan to take language classes for \_\_\_\_\_ weeks

## PERSONAL INFORMATION

\_\_\_\_\_  
 First Name Middle Name Last Name  
 Mailing Address

\_\_\_\_\_  
 Street Apt #

\_\_\_\_\_  
 City State Zip Country

Date of Birth: \_\_\_\_\_  Male  Female  
 Month/Day/Year

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you prefer we contact you?  Phone  E-mail

Citizenship:  USA  Other \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

School you Attend: \_\_\_\_\_ (if applicable) School's Contact Person: \_\_\_\_\_

Major: \_\_\_\_\_ (if applicable) Profession: \_\_\_\_\_ (if applicable)

Have you ever been convicted of or charged with a criminal offence?  Yes  No

If yes, please give details \_\_\_\_\_

Have you ever been accused of or involved in an incident involving the sexual or physical abuse of a child?  Yes  No

If yes, give details \_\_\_\_\_

**Emergency Contact**

Name		Relationship	
Street		Apt #	
City	State	Zip	Country
Telephone: _____		Email: _____	

**Help us place you**

Languages and Proficiency (include your native language)

_____	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
_____	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner
_____	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner

Do you have a driver's license?  Yes  No

Do you know how to drive manual transmission?  Yes  No

**Work Outback Australia Only**

Do you have a driver's license for:  Truck  Motorbike

Can you ride a horse?  Yes  No      Can you drive a tractor?  Yes  No

Can you weld?  Yes  No      Do you have mechanical skills?  Yes  No

**MEDICAL HISTORY**

Are you in good physical and mental health?  Yes  No

If no, explain: \_\_\_\_\_

Do you have any allergies (hay fever, foods, pets, etc.)?  Yes  No

If yes, explain: \_\_\_\_\_

Are you presently on any medications?  Yes  No

If yes, list medications: \_\_\_\_\_

Do you have any chronic or recurring health problems (asthma, diabetes, etc)?  Yes  No

If yes, explain: \_\_\_\_\_

Have you ever received counseling or treatment for a nervous or emotional problem (depression or eating disorder)?

Yes  No

If yes, please explain (include last date of hospitalization): \_\_\_\_\_

\_\_\_\_\_



Do you have any speech, hearing, vision or physical impairment which may limit your participant in this program?

Yes       No

If yes, please explain: \_\_\_\_\_

Do you smoke?       Yes       No

Do you have any special dietary requirements?       Yes       No

If yes, please explain: \_\_\_\_\_

**PROJECT MOTIVATION**

Please describe your travel experience over the last five years. Specifically, where did you travel, with whom did you go, and what did you learn?

Please outline why you want to take part in an international internship. teach, work, or volunteer program. What can you contribute and what do you hope to get out of this program?

Please describe what you might like your daily responsibilities to involve. What is your ideal placement (industry, duties, and type of experience: hands-on job, in the field, office job, etc.)?



**PLEASE TELL US**

How did you hear about us? (please specify)

- Flyer/Brochure     STA Travel Website     STA Travel Agency - Branch: \_\_\_\_\_
- Friend/Family     School Advisor     Search Engine (Google, etc.): \_\_\_\_\_
- Goabroad.com     Other website: \_\_\_\_\_

What made you choose AIDE? (check all that apply)

- Personal contact before applying                       Matched my goals                       Start date options
- Price     Website appearance                       Recommendations from others

Additional comments:

Please select your top 5 reasons for wanting to take part in an international program, 1 being the most important and 5 being the least important reason.

- \_\_\_ Become more fulfilled as a person
- \_\_\_ Achieve independence from my family
- \_\_\_ Meet new people
- \_\_\_ Travel
- \_\_\_ Learn more about the culture and traditions of the country I am traveling to
- \_\_\_ Earn money while abroad
- \_\_\_ Improve my language skills
- \_\_\_ Gain experience to further my career
- \_\_\_ Share my own culture and traditions with the country I am traveling to
- \_\_\_ To make a difference

What do you intend to do upon your return?

- Apply to an undergraduate program                       Look for a job                       Continue traveling                       Undecided
- Apply to graduate or professional school                       Return to work                       Retire
- Other: \_\_\_\_\_



## TERMS AND CONDITIONS

I, \_\_\_\_\_, agree to the following terms and conditions of my participation in the AIDE program. I understand that failure to comply with this agreement may result in cancellation of my work authorization abroad, as well as my affiliation with the program.

### General AIDE conditions

- Participants in any of AIDE programs waive and release all claims against AIDE and its employees/agents for any injury, loss, damage, accident, expense or delay caused by or related to any means of transportation, lodging (hotel, host family, apartment, dormitory, hostel, or pension), school premises, restaurant, securing passport and visas, or any other services rendered in connection with the program.
- The participant releases AIDE and its employees/agents with regard to any financial obligation to liabilities that the participant may incur or any damage or injury to the personal property of others that the participant may cause while enrolled in the program.
- The participant understands that he/she is traveling under his/her own responsibility (if a minor, the minor's parent or legal guardian assumes this responsibility) and hereby releases AIDE and its employees/agents from any liability related to health or safety.
- The Participant understands that he/she may not purchase travel tickets until his/her program placement has been confirmed.
- Participant is responsible for any additional expenses if he/she arrives in country before the start of his/her program.
- The participant understands that the airline, train or bus carrier's liability for loss or damage to baggage or for personal injury is limited by their tariff and subject to government regulations. Any claims related to the participants chosen method of transportation must be addressed directly to the transportation carrier.
- AIDE declines any legal responsibility for:
  - o Incurred health problems or any personal misconduct or inappropriate behavior by the participant
  - o Participants expelled from the program
  - o Any force majeure (earthquake, floods, strikes, etc.)
- AIDE shall be responsible for providing the services outlined to the participant. In the event that the services and accommodations outlined cannot be provided due to causes beyond the control of AIDE, all efforts will be made to provide comparable services and accommodations. If a class or program must be cancelled due to insufficient enrollment, AIDE shall only be responsible for reimbursing the participant the amount of money paid for the program (excluding any transportation expenses.) Program prices are subject to increase in the event of changes in international monetary exchange rates.

### Program conditions

#### Prior to my departure, I agree that:

- I will read all written materials sent to me.
- I understand that AIDE sends me important messages through the email address I submitted on my application. I agree to check my emails at least once a week.
- I understand I should submit a completed application and payment at least 90 days prior to the date I plan to start my program. If I submit a late application or payment, I will not hold AIDE responsible for any delay in my placement process.
- I will be responsible for all costs related to international travel, tuition and any fees associated with visas and/or additional insurance.
- I will not book my travel arrangements until my placement has been confirmed by AIDE. I will be responsible for any additional expenses if I arrive in country before my program start date.
- I understand that AIDE cannot guarantee a specific placement location, exact start date, or placement of two participants in the same area, but will make every effort to meet such requests.
- I will fulfill the requirements of the placement that I confirm.
- I understand I must be in possession of insurance, passport, visa, and any required vaccinations.
- I accept and understand that certain risks are involved in traveling, and I undertake this program at my own risk.
- I understand that all photos or testimonials provided to AIDE during my participation in the program can be used for AIDE promotional purposes unless I decline and provide written notification.

#### During my stay abroad, I understand that:

- I must check in with AIDE through their website check-in ("participants" section) upon arrival and start of my program.
- I will be placed with a host as a work/study participant. In the event of problems, I agree to communicate with my host and program representatives.
- If I have any concerns/issues with my placement, I will contact AIDE and/or my local representative to resolve them.
- I will be responsible for working in accordance with the arrangements agreed upon with my employer or host organization.
- If I do not fulfill the expectations of my placement duties during a first 2 weeks probationary period and lose my placement, AIDE is not responsible for finding a second placement.
- I agree to complete the term of my position.

- I understand the type of placement may be adjusted during my program and this will be determined by my own attitude, diligence, initiative, language level, and requirements of the placement.
- If placed with a host family, I agree to let them know my whereabouts if I am to be gone for more than 8 hours at a time or if I am to miss a meal. I agree to treat them with respect and abide by their house rules.
- I agree not to incur any debts, telephone bills, etc. that I cannot cover.
- Holidays must be planned in advance, in agreement with the local representative and the workplace.
- The following will not be accepted behavior, and will lead to expulsion from the program without refund:  
Abuse of alcohol; Violating the laws of the country; Personal misconduct or inappropriate behavior of a serious nature; Failure to carry out tasks of the position.
- In the event AIDE agrees to a second placement, I am responsible for any additional costs incurred if I leave my placement until a second placement is secured.
- In the event that I leave my placement prior to my scheduled start date, no refund of fees will be granted.
- I agree to take emergency funds of at least \$1000 USD abroad with me. I understand that I may need to show proof of these funds before departure.

**Upon completion of program:**

- I agree to complete and send the AIDE evaluation form. I will give my honest opinion and feedback regarding my experience abroad.
- I understand that if I have any claims or complaints they must be submitted to AIDE, in writing, within 28 days from the end of the program.

**Insurance**

- I understand that I must have appropriate medical & travel insurance while I participate on an AIDE program.
- I understand that the AIDE insurance policy covers only the period of time I am participating in the program, and I am responsible for extending my insurance if I wish to travel before or after the program.
- I understand that insurance will not be processed for me until I have submitted full payment and complete flight details.
- I understand that medical insurance does not cover any conditions for which I am currently receiving treatment (pre-existing conditions).

**Payment of Fees**

Payment in full is due within 90 days of your program start date. Non-receipt of payment by due date will result in automatic withdrawal from the program and participant is subject to cancellation and refund policies.

**Cancellation/Refund Policy**

In addition to the non-refundable \$250.00 USD program deposit, the following fees will be accessed upon written notice of cancellation on AIDE Programs.

<b>Cancellation notice received</b>	<b>Cancellation fee charged</b>
30 days or less prior estimated start date	100% of the total program fee
90 to 31 days prior estimated start date	50% of the total program fee
91 days or more prior estimated start date	30% of the total program fee
Visa denial	\$250 USD

**Start date changes/Policy**

<b>Start date change notice received</b>	<b>Start date change fee charged</b>
90 days or less prior estimated start date	\$150 USD

Once program attendance has begun, no refunds will be granted regardless of the length of time remaining for the scheduled program(s). Cancellation and trip interruption insurance may be purchased on a supplemental basis through various travel insurance policies. AIDE is a 501(c)3 non-profit organization. Donations contributed in excess of the fair market value of services you receive from AIDE may be tax deductible. Please consult your tax adviser. For all donations, no refund can be given in any circumstances, including in the case of the cancellation of the participant at any point in his/her program. All donations must be payable to AIDE. I have read this agreement and by signing I agree to all the terms and conditions of participation. Furthermore, I certify that all the statements I have made as part of my application are true. I know of no reasons why I may be refused entry into the country I have chosen.

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Signature of Participant	Date
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Signature of Parent (if participant is under 18 years old)	Date
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## ONLY FOR PARTICIPANTS DESIRING A HOME STAY

### HOUSING INFORMATION

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

#### Housing Questions:

Do you feel comfortable living with young children?  Yes  No

Do you feel comfortable living with teenagers?  Yes  No

Would you prefer a family without children?  Yes  No

Do you have any fears and/or allergies of household pets  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have any food allergies?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have any dietary restrictions?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you smoke?  Yes  No

If yes, will you be willing to stop while on homestay?  Yes  No

If no, would you live with a family who smokes?  Yes  No

Do you drink alcohol?  Yes  No

Please describe your hobbies:

Please list other important things you think we should know:

### HOST FAMILY LETTER

In a separate document, write a brief letter to your host family introducing yourself. You may want to write about your hobbies, interest, family, education, etc. You may write you letter in English or Spanish. Please email this as an attachment to [application@aideabroad.org](mailto:application@aideabroad.org).

