



Date:

EXCHANGE PARTICIPANT CONTRACT GLOBAL EXCHANGE PROGRAMME

This is a contract between;

Contract Partner 1: AIESEC in Sri Lanka

Represented by: AIESEC (LC/OE/IG):

Officer (AIESEC representative):

Address: No. 102, Nagahawatte Road, Maharagama, Sri Lanka.

And

Contract Partner 2: (Exchange Participant)

Phonenumber:(Landline).....(Mobile)

Address:

E-mail address:

Passport number:

NIC:

Statement of Understanding

AIESEC’s Global Exchange Programme serves to create impact on Exchange Participants, the Home Entity, the Host Entity which takes the Exchange Participant and the communities the Exchange Participants comes from . As of such, all entities and people involved in the process are impacted and needed for the proper achievement of the end goal.

An **AIESEC Exchange** is a practical working and learning experience for the exchange participant to develop academic knowledge and professional skills in a foreign environment. An Internship shall have a minimum duration of six (6) weeks and a maximum duration of seventy eight (78) weeks to be spent working.

The aim of an exchange shall be to provide the following to the Exchange Participant:

- A positive learning experience
- Practical skills and knowledge in a foreign environment to complement the exchange participant’s higher educational background or field of career aspirations
- Interaction with a different social and cultural environment with a view to gaining intercultural competencies
- Development of theoretical and practical leadership skills
- Opportunity to apply personal and professional skills, knowledge, attitudes and values to work for the organization as well as the host communities

- Develop awareness and knowledge of social issues and different practices of the home and host country
- Opportunity to contribute to personal and professional life goals

An exchange cannot aim to:

- Solely provide an opportunity for the exchange participant to earn money
- Provide holiday
- Act as a permanent career placement or recruitment opportunity. If the organization decides to extend the internship on a permanent basis, AIESEC will have no role facilitating this.
- Provide permanent residence in the country of internship
- Be in an internal AIESEC leadership position (such as MC opportunities or AIESEC CEEDs)

1. Objective of the Contract

The contract sets out the terms and conditions of your participation in the Global Exchange Programme.

2. Your responsibilities

The intern is responsible to meet selection criteria and standards set down by AIESEC.

Before your exchange you agree to:

- 2.1. Complete the checklist given by the sending entity before selection interview to measure the eligibility of participation for the AIESEC Global Exchange Program
- 2.2. Get registered in the AIESEC Youth Opportunity Portal (Front end of AIESEC's Global Information System; GIS) and fill all the relevant information to apply opportunities through the system.
- 2.3. Participate in a Review Board Interview organized by the sending AIESEC entity.
- 2.4. Have written proof of the academic backgrounds (transcripts) and working experience (references) as specified on the AIESEC Opportunities Portal Account.
- 2.5. Have written proof of proficiency levels of all non-Native languages as specified in the AIESEC Opportunities Portal Account.
- 2.6. Provide true and accurate information relating to work experience, academic backgrounds and language proficiency levels.
- 2.7. Inform the Home AIESEC entity if you become unavailable for an exchange.
- 2.8. Provide the required legal information to the Host AIESEC entity and Organization so that they may verify that the intern may legally travel abroad and work in the host country on an AIESEC internship.
- 2.9. Cover your VISA, travel and insurance expenses and any other expenses related to your internship.
- 2.10. Attend the Outgoing Preparation Seminar and complete preparation on the mandatory subjects.
- 2.11. Not reject an approved opportunity, if the exchange falls within the preferences as stated in your Exchange Participant form.
- 2.12. Communicate constantly about accepting status with Host AIESEC entity.
- 2.13. To carry out all communication concerning the internship with the Opportunity Manager of the host entity and not contact the Organization directly until an official acceptance is made at which time the Organization and intern may communicate freely.

- 2.14. To provide complete information such as AIESEC Youth Opportunity Portal Account, resume, letter of motivation and other such documents as requested by the Organization within reasonable limits.
- 2.15. To accept only those opportunities, which you want to be presented as a candidate and for which, you can assure availability in case of an approval.
- 2.16. Inform yourself of any information, which may help you understand life in the host country.
- 2.17. **On reaching the status of “Accepted”** pay the fee for the AIESEC global exchange programme.

During your exchange you agree to:

- 2.18. Have sufficient funds to cover the first 4 weeks of the internship plus necessary expenses in the Host country in the case of the Global Talent and Global Entrepreneur, or for the entire course of the internship in the case of the Global Volunteer.
- 2.19. Incur all expenses to and from the Host country.
- 2.20. Behave in terms of cultural, religious, ethical norms, national or local law and other policies that may exist in the hosting country.
- 2.21. Take a proactive role in communicating with the Host AIESEC Entity.
- 2.22. Fill the surveys that evaluate services provided by the Sending and Hosting AIESEC Entities
- 2.23. Maintain constant communication with the Sending and Hosting AIESEC entities during the duration of the internship.
- 2.24. Have any required medical or travel insurance and work/living permit and a return ticket home.
- 2.25. Introduce Sri Lanka through presentations, etc. to employees at the Organization and members of the Host AIESEC entity.
- 2.26. Be a responsible ambassador of Sri Lanka leaving behind a positive image.

After your exchange you agree to:

- 2.27. Fill in survey, which evaluates services offered by all AIESEC entities directly involved in the exchange.
- 2.28. Submit an internship report to the Home AIESEC entity within two weeks of the end of the exchange.

3. AIESEC’s responsibilities

Before your exchange AIESEC agrees to:

- 3.1. Provide corresponding support and guidance for you at any given stage of your AIESEC Exchange Programme and during any complaint procedure.
- 3.2. To provide you with sufficient information about the AIESEC Exchange Programme to enable you to make informed decisions throughout the Exchange process.
- 3.3. Deliver education on basic AIESEC knowledge and exchange policies.
- 3.4. If requested, provide you with an EP Manager/Buddy to train you and assist and guide during the approval stage.

During your exchange AIESEC agrees to:

- 3.5. Maintain communication with you during the duration of your exchange.
- 3.6. Provide you with all necessary assistance in the case of the exchange not being up to the standards of the Exchange Programme Policies.

After your exchange AIESEC agrees to:

- 3.7. Inform you of any reintegration opportunities available to you.
- 3.8. Assist you by providing you with information on reverse cultural shock and how to cope with it.
- 3.9. Assist you by providing you information on how to utilize your exchange experience in your resume.

4. Costs

Total Fee for the Global Exchange Programme depends on the Global Talent/Global Entrepreneur/ Global Volunteer opportunity and to be paid **on reaching the status of "Accepted"**.

- Global Talent (up to 6 months): 180 USD
Note: This cost includes a non-refundable amount of 36 USD
- Global Talent (more than 6 months): 220 USD
Note: This cost includes a non-refundable amount of 44 USD
- Global Entrepreneur: 120 USD
Note: This cost includes a non-refundable amount of 24 USD
- Global Volunteer: 120 USD
Note: This cost includes a non-refundable amount of 24 USD

5. Payment Options

- Payment should be done only through the "Payment Gateway" integrated to the Youth Opportunity Portal.

6. Refund policies

- 6.1. AIESEC reserves the exclusive right to determine whether to exercise its discretion in a recovery of costs.
- 6.2. AIESEC will refund the Global Exchange Programme fee less the non-refundable amount if AIESEC has not fulfilled the criteria set out in Section Three (3).
- 6.3. AIESEC will only, in its absolute discretion, provide a refund of any payment made in relation to the AIESEC Exchange Programme Contract, if AIESEC is satisfied that:
 - 6.3.1. The applicant has fulfilled all the responsibilities set out in Section Two (2) of the Exchange Programme Contract
 - 6.3.2. The applicant has made a written application for the recovery of costs under this section, of which must include:
 - a) The reason for the recovery of costs
 - b) The date the Exchange Programme Contract was signed
 - c) The date, the amount and details of bank account to which you would like the refund paid into
 - d) Signature of applicant
- 6.4. The Exchange Participant loses all rights to refund if:
 - 6.4.1. Has reached the "Realized" status and has gone on an Exchange
 - 6.4.2. Has not fulfilled the responsibilities as stated in Section Two (2)

7. Terms of the Contract

- 7.1. This contract will come into effect on the date the contract is received by AIESEC Sri Lanka.
- 7.2. This contract expires upon the earlier of:
 - 7.2.1. The completion of an Exchange by the Exchange Participant.
 - 7.2.2. If within one (1) year of this contract coming into force, the Exchange Participant has not been approved with an Exchange and if AIESEC has fulfilled all its responsibilities
- 7.3. After the expiry of this contract AIESEC Sri Lanka will no longer offer refunds to the Exchange Participant.
- 7.4. If an Exchange Participant has not been approved by an internship within one (1) year, he/she may request an extension to the contract within thirty (30) days of the contract expiration. Any extensions will only be granted at the discretion of the member committee of AIESEC Sri Lanka, and will only be considered in cases where an EP was unable to get "Approved" due to unforeseen reasons out of his/her control. Where an extension has been granted, an extension will be added to this contract signed by the member of the outgoing function and a member committee representative stating the reason for the extension and the new expiry date.

8. Final provisions

- 8.1. After the contract is signed, the Exchange Participant, Vice President of Local Committee/Official Expansion/Initiative Group and the signing Legal Director of AIESEC will receive an original copy.
- 8.2. AIESEC Sri Lanka reserves the right to view and have any copy of the Exchange Participant contract at their discretion
- 8.3. For issues not covered by this contract, the parties will refer to the Exchange Programme Policies set out by AIESEC International

I understand and agree to responsibilities and refund policy as stated in pages 1-6 of the official AIESEC Exchange Participant Contract.

Exchange Participant: **Signature:**

I understand and agree to return to Sri Lanka/ Home country upon the completion of my internship in the foreign country.

Exchange Participant: **Signature:**

Office Use Only

I,, on behalf of AIESEC, have read, understood and agree to the responsibilities as stated in pages 1-6 of the official AIESEC Exchange Participant Contract.

.....
Date

AIESEC

Directors

.....
Signature of the Legal Director



INDEMNITY FORM

I of AIESEC in with
Passport No. will participate in the Global Exchange Programme from AIESEC in Sri
Lanka to the host entity.

I have understood my roles and responsibilities and I have agreed to abide by all the policies agreed to beforehand in order to bring no disrepute to and uphold the image of AIESEC. I understand that AIESEC has the ability to withdraw me from this Global Exchange Programme if I do not abide by the policies and regulations set down by AIESEC.

I hereby declare that if I am part of any illegal activity or if any of my actions indirectly or directly cause injury, damage or loss to any individual or entity, I will be personally responsible for this and AIESEC will not hold any kind of responsibility on my behalf. I assume full responsibility for my personal safety and to understand the policies, rules and regulations.

I will be solely responsible for the loss of belongings or damages caused to my personal items through my actions or negligence during the duration of my exchange and will not hold any other responsible losses.

I hereby declare that I will acquire Travel Insurance (including medical and life cover) for the course of my internship and will not hold AIESEC Sri Lanka or the host entity responsible for any loss incurred.

I understand and agree to return to Sri Lanka/ Home country upon the completion of my internship in the foreign country.

I acknowledge that I have understood the contents of this form and have executed this agreement voluntarily.

Date:

Name of Exchange Participant:

Signature of Exchange Participant:



PARENTAL/GUARDIAN CONSENT FORM

An AIESEC exchange aims to deliver in the following areas:

- A positive learning experience.
- Practical skills and knowledge in a foreign environment to complement the exchange participant's higher educational background or field of career aspirations
- Interaction with a different social and cultural environment with a view to gaining intercultural competencies
- Development of theoretical and practical leadership skills
- Opportunity to apply personal and professional skills, knowledge, attitudes and values to work for the organization as well as the host communities
- Develop awareness and knowledge of social issues and different practices of the sending and hosting country
- Opportunity to contribute to personal and professional life goals

I, Mother/Father/Guardian of
have read the afore-mentioned objectives of exchange and hereby grant permission for my son/daughter to participate in the Global Exchange Programme of AIESEC in Sri Lanka.

I am aware that my son/daughter will sign a contract and indemnity form stating responsibilities pertaining to both him/her and to AIESEC in Sri Lanka.

I am also aware of the fee which must be paid to participate in the Global Exchange Programme of AIESEC in Sri Lanka. In addition my son/daughter has budgeted for the other expenses as necessary to participate in the Global Exchange programme, including travel to and from the host country and city, travel insurance (including medical cover), visa costs (and for any other necessary processes to acquire legal ability to participate in the program), living expenses as necessary, especial money for trips/spending/entertainment, and for emergencies.

I am aware that my son/daughter must return to Sri Lanka/Home country upon the completion of exchange in the foreign country.

I understand that the programme includes preparation seminars and activities in which my son/daughter must participate.

.....
Signature of Parent/Guardian

Emergency contact numbers: Date: