

## STUDENT RULES AND REGULATIONS FOR ASSE ASPIRE SUMMER WORK TRAVEL PROGRAM

The following Rules for ASSE ASPIRE Worldwide Summer Work Travel Program (“Rules”) have been established by ASSE ASPIRE Worldwide as minimum standards of participant conduct for its Summer Work Travel Program (“Program”).

**You must agree in writing to adhere to these Terms and Conditions prior to final program acceptance. Please initial next to each item and sign at the bottom of this document to confirm that you have read and will adhere to the rules and regulations of the program.**

### Program Terms and Conditions:

Initial X\_\_\_\_\_ 1. I am between the ages of 18 and 28, in good health, have a valid passport and enrolled as a full-time student at a post-secondary level college or university.

Initial X\_\_\_\_\_ 2. I will bring at least \$1,000 USD to cover initial costs upon arrival in the USA.

Initial X\_\_\_\_\_ 3. I will obey all U.S.A. federal, state and local laws.

Initial X\_\_\_\_\_ 4. I will cooperate fully with those supervising the program on behalf of and in correspondence with ASSE ASPIRE.

Initial X\_\_\_\_\_ 5. I understand that any illegal use of drugs or alcohol, or abuse of harmful controlled substances or illegal possession of drugs, alcohol, or controlled substances will result in immediate repatriation. **Even though Marijuana is now legal under state law in certain states, it is still ILLEGAL under federal law. I should not consider that I am safe from law enforcement, just because in a US state where Marijuana has been legalized, nor am I exempt from workplace drug testing. I understand that my employer holds the right to dismiss me if I am shown to be taking drugs, including Marijuana, regardless of state law.**

Initial X\_\_\_\_\_ 6. I will complete orientation sessions in my home country prior to departure and in the USA following my arrival.

Initial X\_\_\_\_\_ 7. I will complete the online ‘Arrival Check-in’ with my program sponsor ASSE ASPIRE within 10 days of arrival. Failure to check-in within 10 days of arrival will result in termination from the program and will impede me from getting a US visa in the future.

Initial X\_\_\_\_\_ 8. I will carry out the duties and responsibilities of the position which ASSE ASPIRE has arranged. Not reporting to primary site of activity, as per DS-2019 Form, upon arrival in the US will result in program termination.

Initial X\_\_\_\_\_ 9. It is my responsibility to advise ASSE ASPIRE of any significant problems, including but not limited to my health, safety, or welfare and my adjustment to the job, culture, or language.

Initial X\_\_\_\_\_ 10. I agree to be an active and congenial part of the Host Employer and understand that I will receive basic entry-level work experience in addition to gaining cultural experience from the program.

Initial X\_\_\_\_\_ 11. I will respect the privacy of information learned during work experience.

Initial X\_\_\_\_\_ 12. I understand there is a minimum 2 months’ work commitment requirement and I agree to work the entire period as stated on the Job Offer. Not working through the period indicated constitutes a violation of the agreement with the Host Employer and may lead to program termination.

Initial X\_\_\_\_\_ 13. I understand that the work assignment is temporary and runs for the duration of the work authorization as stated on the DS-2019 Form.

- Initial X \_\_\_\_\_ 14. I will not terminate my agreement with Host Employer without consulting with ASSE ASPIRE staff for assistance first. I must have written authorization from ASSE ASPIRE in order to leave the placement. After receiving authorization from ASSE ASPIRE to leave the placement, I will be required to provide two weeks' notice to the Host Employer prior to leaving the placement.
- Initial X \_\_\_\_\_ 15. I understand that the assigned host company holds the right to dismiss me if my work performance is not satisfactory, and/or I disobey the Host Employer's employee rules or codes of conduct (including the Host Employer's dress code). If I am dismissed by the Host Employer, I must contact ASSE ASPIRE immediately.
- Initial X \_\_\_\_\_ 16. I will secure approval for any change or addition of Host Employer prior to commencing work with that Host Employer. I must allow 3 business days for ASSE ASPIRE to contact the new Host Employer and verify the suitability of my new job. If I begin working with a new Host Employer without gaining approval from ASSE ASPIRE, I will be terminated from the program.
- Initial X \_\_\_\_\_ 17. I will not accept any form of assignment other than what is authorized by the signed Job Offer.
- Initial X \_\_\_\_\_ 18. I understand that I cannot change the visa to a different category.
- Initial X \_\_\_\_\_ 19. I will pay for any property damages caused by myself.
- Initial X \_\_\_\_\_ 20. I agree to return home no later than 30 days after my DS-2019 program end date and prior to my University start date. This 30-day grace period may be used for travel within the USA.
- Initial X \_\_\_\_\_ 21. I understand that if I leave the USA within those 30 days, I will not be able to return on the J1 visa.
- Initial X \_\_\_\_\_ 22. I understand that I cannot work during the 30-day travel grace period.
- Initial X \_\_\_\_\_ 23. I understand that if I am terminated from the program for violation of rules governing the program, I must return home immediately, and I am not eligible for the 30-day travel grace period.
- Initial X \_\_\_\_\_ 24. If I am a Self-Placed student, I understand that it is my responsibility to ensure that the Self-Placed Job Offer form is completed clearly and signed by both myself and my Host Employer. I understand that this Job Offer form must be submitted with all other applicable documentation required by ASSE ASPIRE before the acceptance of my program.
- Initial X \_\_\_\_\_ 25. If I am a Pre-Placed student and for any reason my Pre-Placed job placement does not work out through no fault of my own, ASSE ASPIRE will do all possible within its resources to place me in a suitable position. If ASSE ASPIRE is able to find a new position, but not able to locate a position in the same area as my previous position, I understand that I would be responsible to secure my own transportation to the new site.

# ASSE ASPIRE Work Travel Student Rules and Regulations



## CULTURAL ACTIVITIES

In addition to work-based cultural exposure, it is intended that students should learn about and experience American culture firsthand. As a program component, the United States Department of State requires each student to use local resources to participate in activities which would expose them to components of American life or history.

Examples of such activities, sites, or events are national and state or county parks, historic sites, sports events, local government visits, family meals or celebrations, museum visits etc.

Note: Photos taken to document cultural activities should be taken inside of museums, amusement parks, theaters, and other cultural activity locations. Document photos taken at parties, while drinking, at work, relaxing on the beach, eating at restaurants, and selfies with no discernable activity background will not be accepted as valid cultural activities.

Initial X \_\_\_\_\_ 26. I will take part in at least one cultural activity per month during my program and provide documentation of these activities on a monthly basis. Failure to participate in and provide documentation of such activities once a month may result in my termination, EVEN AFTER MY PROGRAM HAS ENDED, and may impede me from getting a visa in the future.

Initial X \_\_\_\_\_ 27. I will advise ASSE ASPIRE if and when I change my housing by completing the online 'U.S. Address Change' within 10 days. Failure to report a change of address may result in program termination.

Initial X \_\_\_\_\_ 28. I understand that after the 'Arrival Check-in', I must complete the online 'Monthly Check-in' every 30 days. Failure to check-in with ASSE ASPIRE every month may result in program termination.

Initial X \_\_\_\_\_ 29. I understand that I am seeking a new experience and I will not return to a Host Employer or location from a previous year unless I was previously placed with an ASSE ASPIRE employer.

Initial X \_\_\_\_\_ 30. **I understand that the following may result in program termination and the immediate return to my home country:**

- Not reporting to primary site of activity, as per DS-2019 Form, upon arrival in the US, with intent to work at another location.
- Breach of housing agreement, including but not limited to, violating lease terms, non-payment of rent and eviction from housing.
- Failure to comply with any program rules or giving misleading information.
- Failure to provide 2 weeks' notice to my Host Employer prior to leaving the placement.

*By signing this document, I indicate that I have read, understand and agree to comply with the above Rules and Regulations for ASSE ASPIRE Worldwide Summer Work Travel Program, and that the information I have provided to ASSE ASPIRE, including information on this form, is true and complete. I also acknowledge that prior to travel to the USA I will receive copies of the U.S. Department of State Summer Work Travel Program Brochure and Participant Letter, ASPIRE Student Handbook, ASPIRE Student ID Card, Job Offer, ASSE Sponsor Letter, Information about fees paid and other costs during the program, Student Insurance Brochure, ASSE ARO Contact information, Wilberforce Pamphlet, Department of State The Exchange Visitors Welcome Brochure, the Department of State's toll-free help line, and the email address of a designated contact in the Office of Private Sector Exchange in the Department's Bureau of Educational and Cultural Affairs.*

X \_\_\_\_\_  
Full Name of Student (Please Print)

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student