

Summer Camp USA Programme Conditions



Our Agreement With You

We are BUNAC, Working Adventures Worldwide, trading under parent company STA Travel Ltd and Our Agreement with you sets out what you are legally entitled to expect from us when you purchase travel services through us.

Please read the following information very carefully. If you are still unsure of any aspect of your chosen programme, please contact BUNAC's London office on:

BUNAC Travel LTD
Priory House
6 Wrights Lane
W8 6TA

03339997516
enquiries@bunac.org.uk

The description of the programmes constitutes the general conditions pertaining to each of the programmes we offer. As the organiser of the trip – BUNAC will be responsible for all the travel services included in the trip and are obliged to provide assistance in the event of difficulty.

1) General

All applications will be considered in order of receipt. However, BUNAC reserve the right to decline any application, in which case all monies will be refunded. Applications must be received by 1st April 2019. BUNAC reserves the right to close the programme at any time and cancel participants from the programme. The minimum age is 18 and applicants must be 19 by 1st June 2019. All costs are correct at the time of print. BUNAC reserves the right to pass onto programme participants any additional charges and/or taxes levied by governments or government agencies. BUNAC cannot accept liability for any loss or damage to any papers giving evidence or support in connection with your applications. It is your responsibility to contact BUNAC if you have not had a response from us after sending in information. You should photocopy everything before sending it to BUNAC. Summer Camp USA is administered in conjunction with the authorised US sponsor, CIEE. This programme will be conducted in English. Your programme will be considered active between your booking on, and the end date of your J1-visa.

2) – Your travel – There should be no arrangement of travel until you are placed to work at a camp, and you have secured a J1-Visa. By joining the programme you are applying to work at a summer camp in the USA. The specific location of any camp you may be placed at will be confirmed when your placement with them is confirmed and contracted.

BUNAC Flight Package:

- I. Start dates - The nature of the Summer Camp USA programme means your travel dates will not be confirmed until you have a confirmed placement at a US summer Camp. Your return dates will be agreed with you before the booking of your flight

- II. Your transatlantic flight will be booked with STA Travel to either New York or Boston, unless your camp asks for you to fly to an airport closer to them.
- III. We cannot guarantee how many people you may travel or be placed with as this is dependant on the summer camp you get placed with.
- IV. If your camp requests that you fly in the day before your start date, you will be booked into the Hostelling international hostel either in New York City, or Boston. Otherwise you will be provided with instructions on travelling directly to your camp upon arrival.

Those arranging their own flights:

- I. You should not arrange travel until you have a confirmed summer camp job, and have been issued a J1 Summer camp visa.
- II. If your camp requests that you fly in the day before your start date, you will be booked into the Hostelling international hostel either in New York City, or Boston. Otherwise you will be provided with instructions on travelling directly to your camp upon arrival.
- III. You must provide your self booked travel information to BUNAC at least 72 hours before you intend to fly to ensure any accommodation booking can be made for you.

3) Programme payments

- I. All fees are paid directly to BUNAC Travel Services Limited unless specified.
- II. No charge is made for payments made by Debit Card or credit card. We reserve the right to refuse personal cheques as a method of payment.
- III. £39 is due when booking on to the programme, and enables you to attend a regional interview.
- IV. £161 is due after your interview, and enables your application to be sent for review by Camp directors in the USA. Your application will not proceed until this payment is made.
- V. When you have a confirmed placement with a summer camp in the USA you will then need to call BUNAC to make your final payment. This will be £299 for those wishing to book onto the BUNAC flight programme, or £69 for those wishing to arrange their own travel to the USA.

4) Passport and Visas

After you get a confirmed summer camp placement you will be applying for a J1-Camp Counselor visa which will allow you to work in the USA to fulfil the specific job you get hired for.

i) You must possess a passport valid until 6 months beyond the end of September in the year you travel to camp.

ii) Your DS-2019 (visa sponsorship document) must be printed with your name, date of birth, place and country of birth exactly as it is written in your passport. It is your responsibility to provide details on the BUNAC and CIEE application forms exactly as they appear on your passport. The DS-2019 replacement cost, due to misinformation or loss by the applicant is £75. Your DS-2019 must be kept with your passport at all times whilst in the US until you return to the UK. BUNAC do not keep a copy of your DS-2019, and you may be asked to present it during any future applications to visit or work in the USA.

iii) BUNAC cannot guarantee that you will be granted a visa. It is at the discretion of the US Embassy to deny or issue a visa. You may have problems and experience delays if you: Have a

caution, been arrested or convicted of a crime, have previously experienced US visa/immigration problems or have overstayed a visit to the US.

iv) The US Embassy has the right to hold any application for 'additional processing', sometimes this may be for unknown reasons and they can hold your application for as long as they wish. If you know any reason why you may have problems at the visa stage, then you should inform BUNAC as soon as you apply to the programme. Although rare, the US Embassy has the right to refuse anyone a visa or hold an application for 'additional processing' for as long as they feel is necessary.

iv) Most applicants must present their documents in person to a US Embassy. The visa will not be issued on the same day. The Embassy will hold your passport until processing has been completed, therefore you should not book any travel abroad during the visa application stage. The Embassy will not prioritise or 'fast track' any visa application.

v) Average processing time for J1 visa applications with the US consulate is 10-15 business days, however they can hold your application for as long as they wish.

vi) Please do not book your embassy interview or transport to your interview until you have been told to book your interview by BUNAC and you receive confirmation of your visa interview from the US Embassy.

vii) If your visa is refused by the US Embassy for reasons stated under the Immigration and Nationality Act after attending an embassy appointment, BUNAC cannot refund 3rd party costs and the appropriate cancellation fees shown below will apply.

vi) BUNAC will aim to get you to America before your camp start date but cannot be held responsible if this is not possible due to any delays by yourself, the US Embassy, the postal service or courier company. The US Embassy can change visa application processes at any time. J-1 visas are issued at the discretion of the US Embassy. BUNAC is not responsible for any applications held for additional processing or refused by the Embassy.

vii) Upon arrival into America you may be asked to provide proof that you have access to at least \$400 USD. This should be demonstrated with a recent bank statement, or traveller checks.

viii) Upon arrival into America, participants are required to apply for a US social security number. Your Camp Director will be able to provide assistance and information on doing this. You will also receive information on this during your in-country orientation.

Viii) It is your responsibility to ensure your application is submitted in time, is correct and complete.

IX) J-1 visa requirements for the Camp Counsellor programme require you to attend an in-person UK based BUNAC pre-departure orientation day. These will be held between April and May.

It is your responsibility to provide several documents to make up your summer camp application, including a police check and a medical check in the required format. Failure to provide any of the required documents, including police check and medical form can result in you being cancelled from the programme without refund.

Failure to provide complete application documentation before your departure may also result in delays travelling to the US. You will be responsible for any additional costs incurred for flight changes that are required until full documentation is provided.

5) Cancellation terms

Cancellations will not be acted on until written confirmation by mail or email has been received by BUNAC. If a DS-2019 has been issued it must be returned to BUNAC before any refunds are given.

- ☐ The £39 programme deposit is a non-refundable fee unless your application is rejected by BUNAC or CIEE. If your application is rejected you are subject to a £25 administration cost to process your refund
- If written notification of cancellation is received by BUNAC after acceptance onto the programme by CIEE the cancellation fee is £100 if you have not been placed at a camp.
- If written notification of cancellation is received by BUNAC, and CIEE have confirmed you have been placed at camp the cancellation fee is £249 on our flights included programme.
- If written notification of cancellation is received by BUNAC, and CIEE have confirmed you have been placed at camp the cancellation fee is £199 on our flights not included programme
- If written notification of cancellation is received by BUNAC after your flight has been booked, you will incur a 100% cancellation fee.
- If your visa is refused by the US Embassy for reasons stated under the Immigration and Nationality Act after attending and embassy appointment, a cancellation fee of £100 will be charged.

BUNAC reserve the right to cancel you from the Summer Camp USA programme if you reject more than one placement. The listed cancellation terms will apply.

If you fail to provide one acceptable reference after being accepted onto the Summer Camp USA programme and you have paid your second payment, preventing you from being placed by CIEE your cancellation fee will be £139

For Returners or Direct Placement participants:

- The fee that you pay to BUNAC as a Returner or Direct Placement *is non-refundable* once paid.
- There are a limited number of DS2019's that CIEE are able to allocate to anyone returning to camp for the 3rd time, or more. These are allocated on a first come first served basis to those with completed and submitted CIEE applications. BUNAC will notify any applicants in this category without submitted applications when the allocation has been reached, and provided with a full refund. BUNAC is unable to refund any third party fees such as police check, or medical check fees.

100% Placement guarantee

- If BUNAC are unable to find a suitable camp placement for you before 1st July 2019 they will provide a refund of all BUNAC specific programme fee's
- BUNAC are not liable and cannot refund third party costs (including; police checks, travel costs, medical costs, visa costs)
- BUNAC will not refund programme costs if you have declined a placement at any point in the 2019 summer camp booking season

Important note - changes beyond our control

Compensation will not apply if a significant change is made for reasons beyond our control. These include: war, threat of war, riots, civil disturbances, terrorist activity, industrial disputes, natural and nuclear disasters, fire, epidemics, health risks, changes due to rescheduling or cancellation of flights by an airline or alteration of the airline or aircraft type; closed or congested airports or ports, hurricanes and other actual or potential severe weather conditions, and any other similar event.

6) Flights

Once a flight has been booked in accordance to your camp start date and information you have previously provided, you must take all reasonable action to ensure that you remain able to travel on this date. This includes but not limited to booking an embassy visa appointment without delay when advised to do so by BUNAC and attending the US Embassy at a specified time with all correct paperwork. In the event that you fail to do so and you are not able to travel on the booked flight, BUNAC reserves the right to pass on any financial penalties imposed by the airline plus an additional administration fee of £75. Your flight will be booked in accordance to airline availability. This could mean you being booked onto a direct or an indirect flight to your destination.

BUNAC reserves the right to terminate the programme application and participation of (and any travel arrangements for) any person whose conduct or behaviour is disruptive or inappropriate. No refund will be given. If you are denied boarding by an airline due to disruptive behaviour or as a result of being considered by the airline to be under the influence of drugs or alcohol, or for any other reason, BUNAC reserves the right to treat this as a cancellation and full cancellation charges will apply.

7) Our Responsibility For Your Arrangements

We have taken all reasonable care to make sure that all the services that make up the arrangements made by BUNAC are provided by efficient and reputable businesses. These businesses should follow the local and national laws and regulations of the country where they are provided. However, please be aware that overseas safety standards may be lower than in the UK. Our liability will be limited in accordance with the contractual terms of the companies that provide the travel services and work placements and any relevant international convention.

8) Your Summer Camp USA Conduct

By joining this programme you agree:

- To abide by the programme terms and conditions as listed here, as well as that of any employer BUNAC has agreed a work placement contract for you

- To act in a professional and courteous manner, within the BUNAC work placement environment at all times
- To become familiar with and adhere to the local laws and customs of the country that you are working within, especially where they may influence the work placement you represent (i.e. including but not exclusive to: driving rules, local health and safety practices etc)
- To adhere to the Co-operator regulations and norms with reference to acceptable behaviour, timetables and dress code, where applicable
- Not to act in any manner likely to bring the placement, the programme, BUNAC or the local Co-operator into disrepute Any transgressions may result in you being removed from the programme. The decision to take such action will be made by BUNAC and the local Co-operator and will be confirmed to you verbally and in writing.

9) Travel Advice and Vaccinations

British Citizens should refer to the travel advice posted by the Foreign and Commonwealth Office at www.fco.gov.uk for all the countries you intend to visit. Vaccinations may be required for some or all of the places you are intending to visit. It is your responsibility to ensure that you have arranged all necessary vaccinations for your itinerary. Alternatively, the STA Travel Clinics offer a full range of travel vaccinations, anti-malarials and expert advice as well as other services for your travel health needs. Locations, open hours and consultations appointments can be viewed/booked online at <http://www.statravelclinic.co.uk>

10) Insurance

Travel insurance is a vital part of your arrangements, and insurance is provided as part of the Summer Camp USA programme through Aetna Student Health. It is your responsibility to carry the insurance card provided by CIEE which will be issued with your DS-2019 at all times in case treatment is needed in the USA. All claims must be made as per the terms of your insurance policy. Full information of your CIEE Insurance plan and the claims procedure can be found at <http://www.ciee.org/insurance/>.

It is important to note that there are exclusions on the CIEE insurance health policy. One exclusion of the policy is any pre-existing health conditions you have. If you do have a pre-existing health condition you will need to provide additional coverage to ensure you are fully covered for your trip.

You may wish to purchase additional insurance coverage against cancellation, curtailment and or against needing to leave early to resit university exams. We recommend that you take an additional policy to cover you for this. BUNAC have partnered with Endsleigh to provide an optional policy which participants can purchase to be covered for cancellation, curtailment and airline baggage loss. If you choose not to purchase the additional cover and you need to make a claim that is not covered on the CIEE insurance plan, BUNAC do not accept liability.

You authorise BUNAC to liaise with the Emergency Contact listed on your application form as it deems necessary.

11) Your Financial Protection

If you book onto the summer camp USA programme with the BUNAC flight programme, the combination of travel services offered to you is a package within the meaning of the Package Travel and Linked Travel Arrangements Regulations. Therefore, you will benefit from all EU rights applying to packages. BUNAC will be fully responsible for the proper performance of the package as a whole. Additionally, as required by law, BUNAC has protection in place to refund your payments and, where transport is included in the package, to ensure your repatriation in the event that they become insolvent. More information on key rights under the Package Travel and Linked Travel Arrangements Regulations 2018 can be found here:

<https://www.legislation.gov.uk/ukdsi/2018/9780111168479/contents>.

1) Price changes:

a) When you book onto to the Work Support programme you guarantee the price of the package price.

b) The prices for other elements of your trip, flights / visas are based on rates of exchange, taxes, user fees and fuel costs applicable at the time of publication and may be subject to adjustment at any time. We reserve the right to pass on any increase or surcharge imposed by the airline/agent/partner over and above the rates obtained in 2018. If the increase is more than 8% of the original price published herein, the participant shall be entitled to cancel the booking and have the full cost refunded, provided written notice is received by BUNAC within ten days of the date on which BUNAC mails the notification of such changes

2) Transfer of your programme to another person - You can transfer your package to another person, subject to an amendment fee of £50. Once your name has been confirmed on a flight ticket – there will be a name change fee of £140, plus any difference in fare and tax will be payable. The transfer must be done a minimum of 7 days before departure

3) Changes to the product – if there is a major change in the product offering, the customer will be notified and offered to accept the changes or cancel the product free of charge. For any minor changes – BUNAC will notify the customer, but no further action will be required.

As per the Package Travel Directive, part or all your booking will be financially covered. Please see below for a clear outline of what is covered for your booking.

ATOL Protection - Many of the flight-inclusive holidays on www.bunac.org.uk are financially protected by the ATOL scheme under Air Travel Organisers' License (ATOL) number 3206. But ATOL protection does not apply to all holiday and travel services listed on this website. Please ask us to confirm what protection may apply to your booking. If you do not receive an ATOL Certificate then the booking will not be ATOL protected. If you do receive an ATOL Certificate but all the parts of your trip are not listed on it, those parts will not be ATOL protected. For more information about financial protection and the ATOL Certificate go to:

www.atol.org.uk/ATOLCertificate

If you book onto the summer camp USA basic programme where you book your own flights to the USA the combination of travel services offered to you is not a package within the meaning of the Package Travel and Linked Travel Arrangements Regulations and the above does not apply.

12) Data protection

By finalising your arrangements with us, you are accepting that these terms and conditions and the terms and conditions of any contract made with any other suppliers of travel services within your arrangements apply to your booking and your travel arrangements. You acknowledge that as part of your booking, we will process personal information that you provide to us about you and other members of your party (and you agree that you have the right to provide us with personal information about other members of your party) for the purposes of performing our obligations in relation to your booking (which includes, but is not limited to, giving your personal information to airlines, other suppliers of travel services and public authorities (such as customs or immigration) (together "Travel Suppliers") where this is required for the fulfilment of your arrangements).

If you travel outside the European Economic Area, we may need to provide the personal information you provide us with to Travel Suppliers who are located outside the European Economic Area. If we cannot pass this personal information to the relevant Travel Suppliers we will be unable to provide your booking. In making your booking, you acknowledge that this personal information will be passed on to the relevant Travel Suppliers.

If you have provided us with certain special categories of personal information in order for us to provide you with a better standard of service (for example, when booking a flight or holiday with us you may provide us with information about your dietary or medical requirements, which may reveal details about your mental or physical health or condition), then by providing us with this type of personal information, you are consenting to its use in the manner set out above (i.e. in connection with the performance of your booking; which may include a transfer of such personal information outside the European Economic Area).

The protection of your personal information is important to us, please see our privacy policy (available at <https://www.bunac.org/privacy>) for further details of how we use your information. Your contract with us is subject to the laws and jurisdiction of England and Wales. You may, however, choose the law and jurisdiction of Scotland or Northern Ireland instead.

13) Complaints

If you have a problem during your holiday, please inform the relevant supplier of travel services immediately. Should they be unable to resolve the matter, please contact the UK on 03339997516 or at members@bunac.org.uk. If you fail to contact us, we will be unable to investigate your complaint and rectify any errors whilst you are away and this may affect your rights under this contract.

14) CIEE

All applicants registered on BUNAC's Summer Camp USA programme are also subject to the US Sponsor, [CIEE's Subpart A Program Info](#). By agreeing to these Terms and Conditions, you are also agreeing to CIEE's Subpart A Program Info. As part of the programme documentation required, you will need to return a signed copy of CIEE's terms on your [CIEE Beacon online application](#), as well as a loan and guarantee form, which will be available at the time of placement.

Travel Extras - Trek America booking conditions

If, after our confirmation has been issued, you make a change to your existing booking, Trek America will charge an amendment fee of GB£50 per booking. This is down to the discretion of Trek America and no changes are guaranteed. No changes can be made within 56 days.

The following cancellation fees apply;

- Tours 42 days or longer in duration, cancelled 85 days before departure: Loss of deposit
- Tours 42 days or longer in duration, cancelled between 84 to 57 days before departure: 25% of the holiday cost
- Tours 41 days or under in duration, cancelled more than 56 days before departure: Loss of deposit

- All tours cancelled between 56 and 43 days before departure (inclusive): 50% of the holiday cost.
- All tours cancelled between 42 and 31 days before departure (inclusive): 75% of the holiday cost.
- All tours cancelled 30 days or less before departure (or failure to join the holiday or failure to pay any local payment due) (inclusive): 100% of the holiday cost.

Travel Extras – G Adventures booking conditions

At the time of booking you will be required to pay a £150 non refundable deposit. The full balance of your trip is due 65 days before departure.

The following cancellation fees apply;

- Cancellation 60 days or more before departure: Loss of deposit
- Cancellation 59-30 days before departure: 50% of cost of services booked
- Cancellation less than 30 days before departure: 100% of cost of services booked.