

Internship Placement Application

Please send along with a copy of your latest resume

Applicant Information

Personal Information

First Name _____ Family Name _____ Gender Male Female
Nationality _____ Native language _____ Date of Birth _____ (YY/MM/DD)
Tel No. _____ Mobile No. _____ E-mail _____
Address _____ (street) _____ (city) _____ (zip code) _____ (country)
Company/School _____ Occupation/Grade _____ Website _____
Passport Number _____

Current level of Chinese

Total Beginner Beginner Elementary Pre-intermediate Intermediate Advanced

Health Condition

Any medical conditions (Allergies, asthma, illnesses, previous injuries, disabilities)

None Yes _____ (please specify here)

Symptoms _____ Medications _____

Emergency Contact

Name _____ Relationship _____ Tel No. _____ Mobile No. _____

Do you have experience living or working in China or any other countries?

None Yes _____

(please specify when and for how long)

Taken any programs with Mandarinrocks before? None Yes _____ (please specify)

How did you hear about us? Please specify here

Advertisement _____ Google Search Yahoo Search Agent _____

Friend _____ Company _____

Internship Intention

Preferred fields of internship (accounting, advertising, education, event planning, fashion, finance, marketing, media, real estate, tourism, trade, etc.)

First choice _____ Second Choice _____ Third Choice _____

What department would you like to work in? For what reasons?

What do you expect to gain from internship experience in China?

Other Information you need us to know

Program Data

Location

Shanghai Beijing

Start Date (Individual participant may start every Monday)

Jan 07 Jan 18 Mar 04 Apr 01 Apr 29 May 27 Jun 10 Jun 24 Jul 08

Jul 22 Aug 05 Aug 19 Sep 02 Oct 07 Nov 04 Dec 02 Others _____

Length

4weeks 8weeks 12weeks Others _____

Extra individual Mandarin lessons during internship

No Yes + 4 lessons per week + 6 lessons per week

Airport Pick-up Arrival Date _____ (YY/MM/DD) Airline _____

Airport of Arrival _____ Flight No _____ Arrival Time _____

Housing Single room in shared apartment (default) Private Studio (supplement)

Others _____

Payment

Bank Transfer Credit Card(in person) Cash(in person)

Students currently in Shanghai or Beijing can pay by credit card or cash in person at school. Students from other cities or abroad can only pay by bank transfer.

I have read and agree with Mandarinrocks' Internship Placement Terms and Conditions

Signature _____ Date _____

Internship Placement Terms and Conditions

The following terms and conditions are an agreement between you and MandarinRocks

I Application and Payment

- 1 Print and send PDF application form with resume via email or in person
 - 2 We will evaluate and contact you via e-mail or by phone
 - 3 If accepted, pay deposit 500USD/450EUR within 7 days to confirm application
 - 4 Pay full payment prior to application deadline
- * Late applicants are accepted on case to case basis

II Passport & Visas & Formalities

It is a must that students possess valid passport, visa , medical and travel insurance throughout the program

III Internship

- 1 Participants must be aged between 18 and 30 , have finished or pursuing university or college education and speak fluent English
- 2 An interview may be organized with the host company before internship
- 3 Should the host company not accept the participant, we would make efforts to find a replacement company
- 4 Participants should abide by the regulations of MandarinRocks and host company
- 5 Attendance is mandatory unless prior agreement is given by MandarinRocks or host company
- 6 The internship is unpaid.

IV Accommodation

- 1 Extension beyond the duration of program is subject to availability of space. 10% surcharge on price will occur for extra weekly extension after program ends if it can be arranged. 4 or more additional days will amount to the cost of another week.
- 2 The number of persons must not exceed the number of sleeping places (1 in single room shared apartment, 2 in private studio apartment) unless prior approved by us and is subject to surcharge. Exceeded numbers of persons, substitution of persons, sub-let are forbidden. Such events will result in immediate vacation of accommodation without refund.
- 3 If you do not check-in on the reserved date (and have not notified us of any delays), the accommodation will be released after 48 hours from the check-in time. If you do not arrive for your rental period, all monies paid will be forfeited.
- 4 All accommodation requires a security deposit due upon arrival (3000RMB or equivalent in USD/EUR for private studio apartment; 2000RMB or equivalent in USD/EUR for single room, in cash only). We will refuse access to the property if the security deposit is not paid at the time of arrival. This fee will cover any accidental damage caused to the rented apartment /room and is kept on file until your departure. The security deposit is returned at the end of the stay, provided that there are no damages and the apartment/room is left in good condition.
- 5 Utilities are included on normal use basis; excessive use and waste is subject to surcharge and it will be deducted from security deposit.

V Refund Policy

- 1 Deposit: non refundable
- 2 Remainder: 50% refundable if cancellation is made four weeks (28days) or more prior to set start date.
- 3 If cancellation is not made prior to abovementioned time, remainder is not refundable
- 4 Policy 2 will not apply if a student has enrolled the program based on a visa letter issued by the school
- 5 Policy 2 will not apply for internship placement only without housing.
- 6 No refund after program starts including situations arising from inclement weather, illnesses, visa expiry etc.
- 7 Refund will be made within 60 days. Students need to apply to agency for refund if they pay through agency. The amount is subject to currency fluctuation.

VI Disclaimer

All host companies have the right to decide to reject interns. In the event that this occurs, we will arrange a comparable replacement company. You agree to hold us harmless. This also applies to the event that the host company elects to remove itself from the cooperation with us. If replacement companies are not available, you agree to accept refund of internship placement fee.

On the rare occasions in which circumstances force us to cancel your placement, you can choose to convert internship placement fee into other MandarinRocks program or we will refund the internship placement fee and we will incur no further liability. We and the host company reserve the absolute right to terminate internship for disruptive behavior without any refund.

MandarinRocks is responsible for providing the program as outlined. MandarinRocks reserves the right to provide comparable program in terms of accommodation if the program outlined cannot be provided due to unforeseeable reasons. MandarinRocks is responsible for refund if program has to be cancelled due to special situations and we will incur no further liability.

VII Code of Conduct

Students should observe MandarinRocks' regulations and policy. Students will be removed without a refund if they engage in illegal, violent or improper behavior.