



## Program Data

### Location

Shanghai  Beijing

### Start Date (Individual participant may start every Monday)

Jan 02  Feb 06  Mar 06  Apr 03  May 01  May 29  Jun 12  Jun 26  Jul 10

Jul 24  Aug 07  Aug 21  Sep 04  Oct 09  Nov 06  Dec 04  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.