

## Study-Internship Application

Please send along with a copy of your latest resume

Applicant Information
<b>Personal Information</b> First Name _____ Family Name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> 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 _____
<b>Current level of Chinese</b> <input type="checkbox"/> Total Beginner <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Pre-intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Health Condition</b> Any medical conditions(Allergies, asthma, illnesses, previous injuries, disabilities) <input type="checkbox"/> None <input type="checkbox"/> Yes _____ (please specify here) Symptoms _____ Medications _____
<b>Emergency Contact</b> Name _____ Relationship _____ Tel No. _____ Mobile No. _____
<b>Do you have experience living or working in China or any other countries?</b> <input type="checkbox"/> None <input type="checkbox"/> Yes _____ (please specify when and for how long)
<b>Taken any programs with Mandarinrocks before?</b> <input type="checkbox"/> None <input type="checkbox"/> Yes _____ (please specify)
<b>How did you hear about us? Please specify here</b> <input type="checkbox"/> Advertisement _____ <input type="checkbox"/> Google Search <input type="checkbox"/> Yahoo Search <input type="checkbox"/> Agent _____ <input type="checkbox"/> Friend _____ <input type="checkbox"/> Company _____
Internship Intention
<b>Preferred fields of internship</b> (accounting, advertising, education, event planning, fashion, finance, marketing, media, real estate, tourism, trade, etc.) First choice _____ Second Choice _____ Third Choice _____
<b>What department would you like to work in? For what reasons?</b>      
<b>What do you expect to gain from internship experience in China?</b>      
<b>Other Information you need us to know</b>      

## Program Data

### Program you'd like to apply for

- 4 weeks Chinese course+ 4-12 weeks internship  
 6 weeks Chinese course+ 4-12 weeks internship  
 8 weeks Chinese course+ 4-12 weeks internship  
 Others, please specify \_\_\_\_\_

### Location

- Shanghai  Beijing

### Start Date (Non-beginners may start every Monday)

- Jan 02  Jan 29  Mar 05  Apr 02  Apr 30  May 28  Jun 11  Jun 25  Jul 09  
 Jul 23  Aug 06  Aug 20  Sep 03  Oct 08  Nov 05  Dec 03  Others \_\_\_\_\_

### Internship Duration

- 4weeks  8weeks  12weeks  Others \_\_\_\_\_

### Extra individual lessons during internship

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

**Airport Pick-up**  No  Yes Arrival Date \_\_\_\_\_ (YY/MM/DD) Airline \_\_\_\_\_

Airport of Arrival \_\_\_\_\_ Flight No \_\_\_\_\_ Arrival Time \_\_\_\_\_

**Housing Arrangement**  No  Yes  Private Studio  Single room in shared apartment  Others \_\_\_\_\_

Check-in Date \_\_\_\_\_ (YY/MM/DD) Check-out Date \_\_\_\_\_ (YY/MM/DD)

### 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' Study-Internship Terms and Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Terms and Conditions

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

## I Application and Payment

- 1 Apply online or 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 (6 weeks prior to your start date)
- \* 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 Course

- 1 Lessons length: 50 min.
- 2 Lesson Length will be shortened to 25 min when there are less than two students in one intensive group course
- 3 Change course fee: 50USD/45EUR
- 4 Time and venue of course is subject to change in accordance with school capacity in different periods of year
- 5 For private tuition, surcharge may occur for lessons given outside of school
- 6 For private tuition, you should notify the teacher at least 24 hours in advance if you want to delay or cancel lessons. If you do not show up at the pre-scheduled time (and have not notified the teacher of any delays), the hours will be treated as taught and the teacher is not obligated to wait for you. Monies paid associated with these hours will be forfeited.
- 7 Course cannot be transferred to other students

## IV 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 during internship period

## V Accommodation

- 1 Bookings start from two weeks, specifically from Sunday (14:00) before the course begins to the Saturday (12:00) immediately following the end of the course.
- 2 Accommodation price is subject to change in accordance with different period of year
- 3 Accommodation request should be proposed at least 6 weeks before start date
- 4 Extension beyond the duration of course is subject to availability of space. 10% surcharge on price will occur for extra weekly extension after course ends if it can be arranged. 4 or more additional days will amount to the cost of another week.
- 5 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.
- 6 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.

7 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.

8 Utilities are included on normal use basis; excessive use and waste is subject to surcharge and it will be deducted from security deposit.

## **VI Refund Policy**

1 Deposit: non refundable but may be applied to future registration in the same calendar year

2 Internship Placement: non refundable

3 Tuition, textbook fee and airport-transfer: refundable only if cancellation is made two weeks (14days) or more prior to set start date. 10% of above fee is retained to cover our expenses

4 Accommodation: refundable only if cancellation is made four weeks (28days) or more prior to set check-in date. 10% of above fee is retained to cover our expenses

5 If cancellation is not made prior to abovementioned time but before start date, 4 weeks of tuition fee and accommodation, textbook fee and airport-transfer will be retained by the school. The balance will be refunded.

6 None of the policy 3-5 will apply if a student has enrolled the program based on a visa letter issued by the school

7 No refund after program starts for personal drop-outs including situations arising from inclement weather, illnesses, visa expiry etc.

8 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.

## **VII 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 Chinese course 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.

## **VIII 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.