

# Application Form

IMPORTANT: The time indicated for the application process for each program starts when we receive all fully completed forms (application form, deposit, program request form and, if applicable, interview). Never buy an airline ticket or make other travel arrangements before we have confirmed your participation and the final dates of your program.

## YOUR DETAILS

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender:  Male  Female

Legal Residence: \_\_\_\_\_ Birth date (dd/mm/yy): \_\_\_\_\_

City of birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Passport number: \_\_\_\_\_ Country of issue: \_\_\_\_\_

Date of issue: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Do you hold a second passport?  Yes  No Please provide details below if ticked "Yes".

Passport number: \_\_\_\_\_ Country of issue: \_\_\_\_\_

Date of issue: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Emergency contact (name • phone number): \_\_\_\_\_

Educational establishment (if studying): \_\_\_\_\_

Field of study: \_\_\_\_\_

Qualification obtained: \_\_\_\_\_

## PROGRAM DETAILS

Program type:

- Volunteering       Conservation project       Work & Travel  
 Internship       Language course       Teach English overseas

Program name: \_\_\_\_\_

Destination:

- Argentina       China       France       Guatemala       Peru       Spain  
 Benin       Costa Rica       Germany       India       Senegal       Thailand  
 Burkina Faso       Ecuador       Ghana       Italy       South Africa       USA

Program duration (in weeks or months): \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

How did you learn about WEP/Volunteer Abroad? \_\_\_\_\_

I confirm my application to the WEP Program and Certify that the above information is correct.

I have read, understood and agree to the general condition of WEP.

Participant's name, signature and date: \_\_\_\_\_



# General Conditions

## of WEP's Volunteer Abroad Programs

### REGISTRATION:

If you wish to subscribe to one of our programs, please complete the registration form, send it back to **Volunteer Abroad / PO Box 260 / Black Rock 3193 / Melbourne / Victoria** along with a AU\$500 deposit. (cash to our office, cheque or electronic transfer). This amount will be deducted from the total amount of the program you have chosen. The deposit will only be refunded if WEP rejects your application. After receipt of your registration form, we will send you a confirmation together with the documents necessary for the organisation of your program.

### DEADLINES/TIMING:

The deadlines vary from program to program. However for most programs, WEP requires your full application at least two months prior to your intended departure. Refer to the program you are interested in and contact WEP for advice. As some programs require participants to obtain a visa, it is advisable to plan early and contact WEP as soon as you intend to spend time overseas. Make sure to register early and allow time for the application process. A passport is required for all trips. Ensure your passport is valid for the duration of your intended travels or allow plenty of time for the issuance of a new passport.

### PROGRAM FEE:

Unless otherwise stated, the program fee does not include the following: travel insurance, pocket money (including leisure, travel, school supplies, excursions ...), airport transfers, passport fees and visa. Prices are valid for departures during the year of validity of the brochure. If housing is included, it is expected for the number of weeks indicated. If, during the stay (where language classes are included) the language school closed its doors due to a holiday (e.g. Christmas period), housing for this period is not included. Program fees are only valid for the current calendar year and can vary for the following year.

### PROGRAM LENGTH:

The duration of each program is listed within a destination or project's profile. If unavoidable, WEP reserves the right to organise your start before or after

the scheduled date, if necessary for the proper organisation of the program. In case of late arrival in the host country or in case of absence during the program, no refund will be granted. An early return for whatever reason, cannot justify any refunds.

### ORGANISATION / RESPONSIBILITIES:

WEP's Volunteer Abroad programs are organised by its local partners overseas. Program participants will be provided with the contact details of the hosting organisation prior to their departure. WEP cannot be held responsible for the inability to provide contractually provided benefits due to the failure of service providers in the host country, of the airline and / or the insurance company as a result of a conflict, disorder or event beyond the control of WEP. The photos included in this booklet or any other document are not contractual. WEP cannot be held liable for a refusal of visas by the authorities of the host country. All material provided for the purpose of the program (application form, student handbook, profile, interview report, etc...) and photographs and other documentation supplied by the participant while on or returned from program...remain the property of WEP and its receiving partner organisations. WEP/Volunteer Abroad and its partner organisations may use pictures or any media support, in which the program participant appear, for promotional purpose through any media or any other promotional support available. The program participant agrees with the above conditions.

### CANCELLATION, REFUND & FEES:

1. A deposit of \$500 must accompany the initial registration form.
2. Second payment due when placed in host family and/or project.
3. The balance fee is due 30 days prior to departure.

Cancellations will only be accepted in writing and will be effective from the date received by WEP Australia/  
Refunds will be provided as follows:

1. If a participant is not accepted by WEP, deposits will be fully refunded.



## General Conditions

2. If our International Partner Organisation does not accept a participant, there will be full refund less \$250.
3. If WEP cancels a program, an alternative program will be offered or all deposits will be refunded.
4. If a participant withdraws from a program:
  - a. Before the interview, all deposits will be fully refunded.
  - b. After interview and before international acceptance: full refund less \$300.
  - c. After acceptance:
    - i. More than 45 days before departure: full refund less 50% of the total program fee
    - ii. 25<sup>th</sup> to 45<sup>th</sup> day prior to departure: full refund less 80% of the total program fee
    - iii. But less than 14 days prior to scheduled departure: no refund.
5. Failure of participant to depart on flight: no refund
6. Participant voluntary leaves program or is dismissed from program: no refund.
7. After departure from Australia, no money will be refunded, unless a specialist provides a medical certificate, and then \$100 per month of unused services will be refunded.

To protect you in case of cancellation, WEP offers a travel insurance covering cancellation for medical reasons, death (including first-degree relatives), loss of parent/s ... (general conditions on request). The amount of that cancellation insurance is 5% of the total amount (minimum AU\$45.00). The insurance must be requested and will then be provided upon confirmation of registration.

### INSURANCE:

All participants are required to have adequate travel insurance covering medical expenses, repatriation and medical liability. If you do not have such insurance, WEP can offer full insurance (general conditions on request)

covering illness, accidents, hospitalisation, medical repatriation, loss, theft or damage to baggage, liability ... The amount of this insurance is AU\$ 80.00 per month. The subscription and payment of insurance must be carried out at least 3 weeks before departure.

### MISCELLANEOUS:

As a participant in WEP's Volunteer Abroad program, you explicitly authorise WEP and its local representatives to contact relatives and even non-parties of WEP to ensure the smooth running of the program, before, during or after the execution of that program.

### DISPUTES:

Any complaint must be lodged by mail within 15 days following the event that has caused it by the participant or his/her legal representative/s. Claims that will be introduced orally are not admissible. In case of dispute, only the courts of Melbourne/Australia are competent. The signing of the preliminary registration form and payment of fees mean total adherence to these terms.

*Travel is fatal to prejudice, bigotry and narrow-mindedness. Broad, wholesome, charitable views cannot be acquired by vegetating in one little corner of the earth.*

*Mark Twain*

I have read, understood and agree to the general condition of WEP's Volunteer Abroad programs.

Participant's name, signature and date:

Approved,

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