



# 2012 Camp Counselors USA Program Agreement – Australia

This agreement is between CCUSA Inc., (CCUSA) and

CCUSA ID#

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(print name) you, a CCUSA participant

## Acceptance and Placement at a Camp

1. To apply to the Camp Counselors USA program you will be required to pay Program Fees (all payments should be made out to CCUSA):

### First Time Applicants:

- a. Application Fee: AU\$199. This fee must be paid when you submit your online application form to CCUSA.
- b. Acceptance Fee: AU\$425. The acceptance payment is due within 15 days of acceptance and before you attend your visa appointment at the U.S. Consulate.

### Returnees:

All program fees are payable to CCUSA and must be paid when you submit your online application form to CCUSA.

- a. A returnee program payment of US\$350 in AUD (based on the exchange rate of application date) and your camp pays nothing to CCUSA, if you apply and pay before December 1, 2011. You accept full responsibility for negotiating total Pocket Money with the camp.
- b. If you apply after December 1, 2011 there will be a surcharge of US\$100 in AUD (based on the exchange rate of application date).

### Additions:

All fees are due by March 1st, 2012 regardless of the date you applied or were accepted. A non-refundable AU\$100 surcharge will apply in any and all of the following situations:

- a. For first time applications submitted/paid after March 1st, 2012 and no discounts will apply.
- b. For applicants who fail to pay the acceptance fee within 15 days of acceptance to the program.
- c. For applicants who fail to submit the required documentation (point 3 below) within 15 days of paying at least your application fee.

### Discounts:

- a. AU\$125 off the program fees if you pay the application and acceptance fees together and submit your complete application by August 19, 2011, making the total program fees AU\$499. Both fees will be refunded to you if you are not accepted to the program.
  - b. AU\$75 off the program fees if you pay the application and acceptance fees together when you submit your application after August 19, 2011 making the total program fees AU\$549. Both fees will be refunded if you are not accepted to the program.
2. Your application form and references are legal documents. Any false, misleading or withheld information on your application or inappropriate behavior during your interview, prior to departure for the USA or during your participation on the CCUSA program, is grounds for immediate cancellation from the program without refund. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, availability dates, skills and contact details.
  3. To apply to the program, you will be required to submit a completed application form, upload a smiling passport sized headshot photo, all necessary Federal Police Check documentation and payments, all required fees and this signed/initialed electronic Program Agreement online. First time applicants must submit 3 CCUSA reference questionnaires. Returnees must submit a returnee invitation, contract or email from your camp director (must include a statement verifying you have been invited to return to camp and your proposed work dates) before CCUSA can process your application. All materials submitted to CCUSA immediately become the property of CCUSA.
  4. CCUSA will conduct an interview for all first time applicants to help you better understand the program and to assess your skills and experience. The CCUSA head office in the US determines final program acceptance of applicants.
  5. You may receive conditional acceptance on the program requiring you to attend the CCUSA Camp Fair in order to secure your placement. If you are accepted on this condition and do not attend the fair you will be cancelled without a refund of your application fee. If you attend the fair and are not hired, CCUSA reserves the right to cancel your application with a full refund.
  6. Placement at a camp in the U.S. may occur any time after acceptance until June 30th, 2012, as most camp directors make their staffing decisions between October and June.
  7. Your application, camp type choices, skills, experience and references will determine your placement at a camp by CCUSA. All placements are final. You will be notified of all the details of your camp placement, including your arrival and departure dates, travel instructions, and your contract dates via your online Footprints account. The dates indicated in your Placement Letter are considered your official contract and visa dates. Failure to complete your contract will result in penalties mentioned in Early Departures section, point 1.
  8. CCUSA travel insurance coverage is included for three months with your fees. Your policy can be upgraded/extended for up to 18 months prior to departure for the US.
    - a. Extension of Economy Insurance Coverage longer than 3 months is AU\$70 per month or AU\$35 per week. (Optional)
    - b. Upgrades to the Premium Insurance Coverage is AU\$100 to upgrade the initial 3 months and then AU\$100 per month or AU\$45 per week after that. (Optional)
  9. Once commenced, your policy must be extended prior to expiration (all extensions contingent upon insurance company's approval). Specific terms of coverage are available on your online Footprints account. U.S. Government J-1 visa regulations require insurance coverage for the full duration of your time in the USA from the date you enter the US to the ending date on your DS2019 form. If the included three months of coverage does not cover the full length of your dates (found on your Footprints account), you must extend the policy to cover the full work period at your own cost prior to departure to the US. Insurance coverage does not cover pre-existing medical conditions, dental, or auto insurance. In case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and/or follow the procedures set out by the insurance company. CCUSA is not the insurance company. All claims, processing, and queries are between you and the insurance company. You will receive a copy of the policy once you have been accepted to the program. Be sure to read all policy details via your Footprints account.
  10. To participate on the CCUSA program, CCUSA can only accept Federal Police Background checks. The Federal Police Background check documents are downloadable from the Application Center and must be submitted with payment to CCUSA at time of application, or a surcharge will be incurred. CCUSA will forward all these documents to the Federal Police. Once the background check is processed and returned to you, you must upload it to your "Footprints" account. If you are unable to do so, you must mail the completed report to CCUSA and bring the original of this report with you to camp. Failure to do so is grounds for immediate termination. If you are not a citizen or permanent resident of the country from which you are applying, you must also gain a criminal/police background check from your home country. Any criminal history reflected in this background check (regardless of what you have stated on your CCUSA application form) could affect your acceptance/placement and result in cancellation from the program and loss of fees paid to CCUSA.
  11. Your DS2019 visa application form and instructions on how to apply for your J-1 visa will be issued once all payments to CCUSA are made, we have received your completed Police check and you have confirmed all your passport details through your "Footprints" account. If you confirm incorrect details and the DS2019 form is printed, or the form is lost or damaged, you will be charged a AU\$50 reprint fee for a new form. The DS2019 form allows you to apply for a J-1 exchange visitor visa from the local U.S. Consulate. U.S. Consulates require personal interviews and charge a booking fee of AU\$14 (correct at time of printing). You must apply for and obtain your J-1 visa before departing your home country. If you have any criminal records or convictions you will be required to show your completed original background check at the time of the Consulate Interview. You cannot participate on the CCUSA program without a J-1 visa stamped into your passport. The U.S. Consulate charges a fee of AU\$245 for all Australian passport holders and AU\$140 for Non-Australian passport holders (correct at the time of printing). This fee is in addition to the program fees you pay to CCUSA. The U.S. Government also requires a US\$35 SEVIS fee (correct at the time of printing), which is paid by the camp for all placed participants on the program. The J-1 visa permits you to enter the U.S. and legally work for your pre-determined camp contract dates (typically 9 - 11 weeks) plus a 30 day grace period following your work period for travel only. CCUSA does not recommend that you enter the United States more than 7 days prior to your visa start date. Contact your local CCUSA office for more information on these procedures. If you choose to depart Australia prior to April 15th 2012 you must contact CCUSA for visa processing details and to pay the "Leaving Early" fee, if applicable.
  12. If accepted, you must download the CCUSA Health History form to be completed and signed by your physician for you to take to camp. This must be completed per the instructions and uploaded through your Footprints account at least 4 weeks prior to departure for the U.S. Your camp also requires you to bring the original signed and completed form to camp. Failure to complete this form in your home country may result in your termination or you will be required to pay for a medical examination in the U.S (this exam is expensive and not covered by your travel insurance policy). Some camps require specific inoculations. If so, those requirements will be indicated in your Placement Letter found on your Footprints account.
  13. In order to facilitate your communication with CCUSA while on the program, you must check your Footprints account regularly and provide CCUSA with a current e-mail address that you will access at least weekly from the time of application through the time you complete your trip to the U.S. CCUSA will not be held responsible for problems arising from failure to check your e-mail regularly or notify CCUSA of changes to your e-mail address. If you use a university or school email account, you are required to create a personal web-based email account prior to your departure to the USA. Participants who continually fail to respond to phone and email requests will have their application cancelled after one warning with no refund of fees paid to CCUSA.
  14. If you or your parents are/have been/legally capable of becoming US passport holders or US Citizens, are in the process of applying for US citizenship ,or you were born in the USA, you will not be eligible for the program (contact your local office for other program options). In this case any application or program fees you have paid to CCUSA will not be refunded.



Name: \_\_\_\_\_

CCUSA ID#

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**Refund Policy**

1. The application fee (and acceptance fee if paid upfront) is only refundable if you are not accepted to the program.
2. If you cancel prior to your acceptance to the program, no fees will be refunded except your acceptance fee (if paid up front less any discount given). Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
3. The application and acceptance fees will not be refunded if you cancel from the CCUSA program after acceptance (unless canceling for reasons outlined in Point 5).
4. Once accepted to the program, if you change any information on your application, health history form, or Federal Police Check and/or "Footprints" that CCUSA determines will adversely affect your placement possibilities, CCUSA reserves the right to withdraw your application from the program; in this case there is no refund of any fees. This includes information you post in your application documents as well as any information that you post on the internet.
5. If you cancel due to life-threatening illness or a life-threatening illness or death of a parent or sibling (medical certificate required and approved by CCUSA), you will receive a refund of your Acceptance fee. A written cancellation notification and the medical certificate documenting the illness must be received within 10 days of cancelling to qualify for a refund. No refunds will be made for pre-existing conditions. If you cancel after receiving your DS2019 form, this form will have to be returned within 10 days in order to be refunded.
6. Fees incurred for obtaining your criminal background check, medical examination, travel, and visa processing are non-refundable.
7. The US\$35 SEVIS fee, if paid at the time of your cancellation, will be deducted from any refund owed to you. If you are not owed a refund and the SEVIS fee has been paid, you will owe CCUSA US\$35 for the SEVIS fee.
8. If you are not placed by June 30th, 2012 you will be cancelled from the program. Upon the return of your DS2019 form to CCUSA you will receive a full refund of the fees paid to CCUSA. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
9. In the event the U.S Government rejects your visa application in your home country, only 50% of your acceptance fee is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of citizenship. The U.S. Government requires additional documentation if you apply for your visa outside your home country. CCUSA cannot be held responsible for visa rejections. No refund of fees will be issued if you apply outside your country of residence, or if your visa is rejected due to a criminal record. If you have not applied for your visa at least 15 days prior to your date of availability or if the U.S. Government does not issue your visa in time to arrive at camp by your start date listed on Footprints, your participation in the program will be cancelled and no refund will be given.
10. Your DS2019 visa application form must be returned to CCUSA before any refunds can be issued.

**Travel to Camp**

1. You must arrange and pay for your own return flight transportation to your camp's designated arrival meeting point in the U.S. Your camp is responsible for travel from the designated arrival meeting point to camp. Your full, international and US domestic travel itinerary to camp must be entered onto Footprints as soon as you have booked your flights. If you are placed prior to May 1st, you must supply CCUSA with full international/domestic flight details no later than 4 weeks prior to your departure from Australia. If you are placed May 1st or later, you must supply CCUSA with full international/domestic flight details no later than 72 hours after placement or 24 hours in advance of your departure to the U.S., whichever is the earlier date.
2. CCUSA recommends STA Travel as our preferred travel agent for all your flights to camp and beyond. If you are not traveling directly to camp, you must provide a full itinerary including contact telephone numbers and addresses for each day overseas until you arrive at camp. Failure to complete these travel requirements in the time frame indicated may result in your cancellation from the program, and no refunds will be issued.

**Post Camp Travel**

1. You are responsible for travel costs after camp including transportation, meals and accommodation. This includes travel costs to your U.S. departure airport for your return flight home or onward international travel.

**During the Summer**

1. The standard resident camp season is nine weeks (eleven weeks for day camps), and you must arrive at camp on the date listed on your Footprints account. Your pocket money will begin accruing on the first day of general staff training. Some camps exceed 9 or 11 weeks. In these cases, you will be required to work at camp until the assigned end date (camp contract takes precedence over the 9 to 11 weeks specified by CCUSA in this Program Agreement).
2. Failure to complete your contract will result in fees owed (outlined within the Early Departures section) and cancellation of your J-1 visa and you will not be entitled to a 30 day grace period. Failure to pay the fees owed at the time of your departure from camp will also result in the cancellation of all remaining insurance.
3. Your age as of June 1st, 2012 and CCUSA course qualifications determine the amount of "Pocket Money" you receive for the initial 9 or 11 weeks of work. You will be paid by the camp director according to camp policy, prior to the last day of camp.
4. Under Federal law, camps are required to withhold minimal federal and state tax from your Pocket Money. You will be required to file a tax return for 2012 as a CCUSA participant. CCUSA offers an inexpensive tax service for your convenience to assist with filing your tax return.
5. The camp pays a fee to CCUSA to cover administration costs associated with your recruitment, selection, placement, insurance, SEVIS fee and supervision. This fee is not taken from your Pocket Money; however, it does form part of the total expenses paid by the camp.
6. Prior to arrival, any policies your camp has that supersede what is written in this agreement will be communicated to you in writing by your camp.
7. During the summer, you are entitled to an average of 24 hours off per week, of which 12 hours must be continuous during daylight hours.
8. You will earn a set amount of Pocket Money based on your age, your skills/qualifications as determined by your camp and the US head office, and the type of camp at which you are employed. For working the 9-week resident camp or 11-week day camp you will earn:

**First Time Participants:**

Counselor: Aged 18: US\$1,285                      Counselor: Aged 19-20 yrs: US\$1,550                      Counselor: Aged 21 and over: US\$1,745

**Returnees:**

See "Acceptance and Placement", Point 1.

**Additional Pocket Money for which you may be eligible:**

- US\$100 total: If you are placed as a Counselor at a camp that is classified by CCUSA as "Special Needs".
  - US\$100 total: If you are currently certified as a Lifeguard through an ACA-designated provider (contact your local office for more information).
  - US\$150 total: If you are currently certified as a Water Safety or Swim Instructor through an ACA-designated provider and are placed in this position (contact your local office for more information).
  - US\$200 total: If you are currently certified as a Lifeguard AND Water Safety or Swim Instructor through an ACA-designated provider and are placed in these positions (contact your local office for more information).
  - US\$30 a day: For each day you work as a Camp Counselor beyond the standard 9 or 11 week session (not including days off).
9. Your camp will provide a bed, three meals a day and access to laundry facilities (facilities not always on camp property).
  10. Your personal expenses before, during and after camp are your own responsibility.

**Early Departures**

1. If you fail to fulfill the responsibilities of your position at camp or violate any camp rule or State or Federal law, your participation will be terminated and you must depart the USA. The following penalties will result: Payments paid to CCUSA will not be refunded; you will forfeit a pro-rated payment of your Pocket Money and you will owe CCUSA the pro-rated portion of the fee which would otherwise have been received by CCUSA from your camp (up to US\$1350 plus \$35 Sevis). Your CCUSA J-1 visa status will be either Terminated or Ended and you will not be entitled to a 30 day grace period. If you fail to pay the remaining fees owed at the time of your departure from camp, your insurance will also be cancelled.

**Returnees:**

1. In addition to all other points included in this agreement, the following policies pertain specifically to Returnees.
2. A "Returnee" is classified as a person who is returning to the same camp, OR to a new camp under the direction of a camp director the applicant has previously worked under. Returnees applying for their third or more summer as a counselor must be aware of the 10% returnee rule. Additional documentation may be required.
3. Upon submission of all necessary forms and payments, CCUSA will provide you with a current DS2019 visa application form, three months worldwide travel insurance coverage and 24-hour support while in the USA.

I certify that I am currently at least 18 years of age. I understand that I sacrifice privacy and comfort, work long and demanding hours and must adhere to camp policies which may be limiting and not necessarily reflect my way of living (curfews, time on/off, no smoking, no alcohol, etc.). My initials entered online confirms that I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is 100% correct. I allow CCUSA to send me program information and updates via email. I also allow CCUSA to forward my name, email address and postal address to its preferred travel agent, to other counselors who may wish to share a room for any travel options and to counselors placed at the same camp or traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my camp location to be used for publicity purposes. California law applies to any disputes arising out of this agreement.

Please make a copy of this for your own records and either scan and email to [Australia@ccusa.com.au](mailto:Australia@ccusa.com.au)  
OR return the signed original to the CCUSA Level 7, Suite 6, 428 George St. Sydney, NSW 2000

