



APPLICATION FORMS & PROCEDURES

Cultural Embrace by API (“CE by API”) is a division of Academic Programs International, Inc. (“API”) and offers intern, language living, teach, volunteer and work placements abroad. We are thrilled that you are taking this next step to go abroad as part of the CE by API programs. Although the application process for CE by API is simple, all of the information we request from you is very important to secure a proper placement.

Applications are *due four months before your desired departure*, but it may be possible to expedite an application for an additional fee of US\$150 (location limitations will apply.) Once we receive your completed application, we will contact you for a phone or Skype interview. During our conversation, we will learn more about your interests and goals so we may identify a placement that best suits you and the host communities’ needs. We also talk open and honestly about what you should expect from our program and living abroad.

We ask you to be patient throughout this process, as it will take time to find a placement that appropriately matches your requirements. However, as you are waiting, we are ALWAYS available for questions and comments.

Send your completed application packet to us at:

Cultural Embrace by API

301 Camp Craft Rd., Suite 100
Austin, Texas 78746

We highly recommend that you send your application via a mail service with tracking capabilities (e.g., FedEx, certified mail, etc.) You may also scan some of your application components and email them to us at info@culturalembracebyapi.com.

If you have any questions, please feel free to contact us at any time by email at info@culturalembracebyapi.com or you may call us at 512-469.9089.

Application Checklist

- Signed Program Application and Agreement
- Copy of your passport (information page only)
- University/college transcript
- Copies of diplomas or certificates related to field of interest (if applicable)
- Resume/CV in English and in host country’s language (for internships only)
- Cover letter explaining your motivation for teaching abroad
- Two letters of recommendation--professional and/or character reference
- Doctor’s note certifying that you are in excellent mental and physical health
- Police background security check
- Two 1 ½” x 2” passport size photos (please write your name on the back)
- Full-length photo (alone or with friends or family)
- US\$150 non-refundable application deposit (credited toward your program fee)

Are you interested in teaching a subject other than English? Yes No

Subject: _____

FOR INTERN/WORK/VOLUNTEER PROGRAMS ONLY:

What type of duties and responsibilities are you looking for? _____

HOUSING ARRANGEMENTS:

Please rank your preferences below from 1 to 4 (with 1 being the MOST preferred and 4 being the LEAST preferred). Availability depends on each project and location.

I would *prefer* to live in:

- ___ Small town/rural area
- ___ Small city
- ___ Large city
- ___ Anywhere that needs me

Housing:

- ___ Share housing with local
- ___ Share housing with another foreigner
- ___ Live with host family
- ___ Live in single accommodations

Meals:

- ___ Like to cook my own meals
- ___ Like to eat out most of the time
- ___ School/job provide meal(s)
- ___ Eat with host family

MEDICAL INFORMATION:

Are you currently taking any medication? Yes No

If yes, please list below. (Note: prescription medicine may not be available in foreign country)

List any dietary restrictions, allergies or medical conditions: _____

SKILLS & EXPERIENCES:

Do you have any background skills for the program you are participating in: Yes No

Please describe: _____

List any training/experience related to this program you are applying to: _____

Do you speak any foreign languages? Yes No

If yes, which one(s)? _____

List any overseas work/study/travel experience: _____

List your hobbies/interests: _____

How did you hear about the *CE by API* program? (please be specific): _____

Check here to share your email with our network of travelers.

Refer Friends & Family (receive \$50 for every enrolled referral)

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____



CULTURAL EMBRACE BY API

PROGRAM AGREEMENT

I, the undersigned, an applicant to a *Cultural Embrace by API program*, offered through Academic Programs International, Inc. (API), am aware that my participation is contingent upon my understanding and agreement to the conditions listed below. Throughout the agreement, “Cultural Embrace by API”, “CE by API” and “API” are legally the same entity and these organizational names are interchangeable. I acknowledge my agreement of the terms below by signing my initials on each line below:

1. Application Process:

Once we receive a completed application and the \$150 application deposit, we will contact you to set up a 20-30 minute phone or Skype interview. This will give us a chance to get to know you better, and vice versa! We want to be sure all applicants understand what to expect during their time abroad. Upon acceptance into the program, we will send you an acceptance letter (typically via email) and you will receive a program fee invoice within 2-3 business days.

____ I agree that I have read the information regarding the application process above. I certify that all the information provided in my application is true and acknowledge that any false or misleading information may lead to immediate denial of my application or dismissal from the program.

2. Placement Process:

After acceptance and receipt of 50% of your program fee, API will begin making arrangements for your intern/teach/work/volunteer placement with our partners abroad. We will try to get your specific placement information prior to your final payment deadline, but in many cases, placements cannot be confirmed more than 30 days prior to the program start date. If no placement or on-site arrangements (for select programs where placements are not pre-arranged) are provided to you a minimum of 7 days prior to your scheduled departure date, you are entitled to a full refund of the standard API program fee, including the application deposit. We will also provide you with visa and immigration information (as applicable).

____ I understand that API recommends placements and matches, but has no ability to make final decisions. All final intern/teach/work/volunteer placement decisions are made by the hiring institution/organization and communicated to API.

3. Financial Information:

Program fees

Upon receipt of a complete application and completion of a phone interview, you will be invoiced for 50% of the program fee. This payment must be made within **14 days of your acceptance** so that API is able to begin processing your placement. This payment is considered to be your official intent to participate in the program. The remainder of your program fee is due a **minimum of 60 days** prior to your program start date. Failure to remit your payment timely will result in late fees of \$180 or dismissal from the program with no refund.

Confirmation of a placement (as applicable) will not be made until FULL payment is received.

Expediting fees

API requires an additional expediting fee of \$180 if your complete application is received less than sixteen (16) weeks prior to your desired departure date. Expediting fees, if applied, are not subject to any refunds.

Cancellation and Refund policy

API makes financial commitments for your placement prior to your program start date, requiring us to implement a refund policy. If cancellation of program participation is required, we must receive a notice in writing. If you cancel your participation in the program, you are entitled to a refund as follows:

Withdrawal notification 60+ days prior to preferred departure date	All program fees minus the \$150 application deposit
Withdrawal notification 15-59 days prior to preferred departure date	50% of program fee minus the \$150 application deposit
Withdrawal notification 1-14 days prior to preferred departure date	25% of program fee minus the \$150 application deposit
Withdrawal notification after preferred departure date	None

Note: Upon enrollment in an online TEFL course (when applicable), the \$300 fee is nonrefundable. API is also not responsible for any transportation, travel, visa, and/or health related fees that may have incurred prior to withdrawal.

Program deferrals

API understands certain situations arise and you may need to defer or postpone your program. If so, you must submit a specific request with an updated preferred start/end date in writing. *API* will try to limit any additional costs for deferral; however, we often incur administrative and in-country expenses that will be assessed on top of your original program fees. The likelihood of additional fees increases the later the deferral notification is received. You shall be responsible for all additional fees incurred by API in connection with any program deferral.

Optional Program Withdrawal Safeguard

API offers participants the option to purchase the Program Withdrawal Safeguard (PWS) plan. In the event of an unanticipated event that requires your withdrawal from a program *prior* to the program's departure date, PWS guarantees a refund of the standard program fees (excluding the application deposit). Any expediting fees, visa costs, airfare purchases, or other personal expenditures are excluded from the PWS plan. Any decision to cancel participation in a CE by API program on or after the departure date will result in no refund.

The cost for the CE by API PWS plan is \$250 for any program under 120 days, and \$450 for any program of 121 days or longer. The PWS plan may be purchased at any time 61 days or more before your scheduled program start date.

____ I acknowledge that I have read and understand all financial information provided in this application. I agree to be responsible for all fees associated with the API program cost, international travel, visas, vaccinations and immunizations, and/or additional insurance required for travel. I understand that submission of 50% of the program fee to API if I am accepted confirms my participation in a CE by API program and I will be subject to the cancellation/refund policy.

____ I understand that if my CE by API program is cancelled due to insufficient enrollment or suspension of the program offering by API, API will refund to me the full amount of the program fee, including the application deposit. Alternately, I am able to elect to choose another program and will either pay for any additional fees or receive a refund, depending upon the cost of the new program. I understand that API cannot provide refunds for transportation, health and travel document expenses.

4. Program Extensions:

If you are interested in extending your placement once it has begun, you may add time to your stay by contacting your CE by API Program Coordinator, so long as there is available space for you and you meet any necessary visa requirements. Your Program Coordinator will be able to confirm all details.

5. On-site Early Departure:

If you choose to leave your program early, you must notify your local host coordinator and the API office in Texas. You will be responsible for any additional costs you may incur because you are leaving the program early. Program fees are not refundable in this case.

____ I agree that in the event that I do not complete the program, for any reason, API shall not be obligated to refund any part of the program fee. I agree to notify my local coordinator as well as the staff of API if I elect to discontinue my program participation early.

6. Photographs or Videos:

API representatives or local hosts may occasionally take photos or videos of you during your experience abroad.

____ I grant API, and third parties whom API may engage, without any remuneration to me, the perpetual right to use and reproduce my likeness and voice in video clips and pictures (the "Content") captured during the program for use on API's web site, blog and other promotional materials. I do not require review of Content before use by API.

7. Waiver and Release:

___ I have read and understand the terms and conditions stated in the Participation Agreement in Exhibit A. I agree to submit a signed copy upon acceptance into the CE by API program.

8. Signature:

By signing below, I represent that all of the information contained in this application is true and I agree to the terms and conditions as outlined.

Signature of Participant

Date

Printed Name of Participant

EXHIBIT A
PARTICIPATION AGREEMENT

I, _____, ("Participant") intend to participate in a "Cultural Embrace by API" Program (as defined below) with API in _____(City), _____(Country) from _____ to _____ (date range). In consideration of the services provided by API in connection with the Program and other good and valuable consideration, I acknowledge and agree that:

1. For purposes of this Participation Agreement (the "Agreement"):

"API" means Academic Programs International, Inc.

"API Parties" means API, its directors, shareholders, officers, employees, agents, and the heirs, successors and assigns.

"Local Host" refers to any individual or organization abroad that works with API to provide services to the Participant, including the work/intern/volunteer/teach placement, housing, language instruction, etc.

"Program" means the "Cultural Embrace by API" overseas program coordinated by API, including, but not limited to, classroom instruction, housing, social and cultural activities and excursions, volunteer/teaching/internship/work opportunities and any and all other activities and services made available by API in connection;

2. I ACKNOWLEDGE THAT API WILL NOT BE SUPERVISING OR MONITORING MY ACTIVITIES AND I ASSUME FULL RESPONSIBILITY FOR MY CARE, SAFETY, AND PERSONAL PROPERTY DURING MY PARTICIPATION IN THE PROGRAM.

3. I, ON BEHALF OF MYSELF AND MY HEIRS, DEVISEES, SUCCESSORS AND ASSIGNS, COVENANT NOT TO SUE OR BRING ANY OTHER LEGAL ACTION AGAINST THE API PARTIES AND I HEREBY RELEASE THE API PARTIES FOR ANY INJURIES TO MY PERSON OR PROPERTY OR ANY OTHER LOSSES I SUFFER WHILE PARTICIPATING IN THE PROGRAM, UNLESS CAUSED SOLELY BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF API. I ACKNOWLEDGE THAT I AM RELEASING CLAIMS I MAY NOT KNOW ABOUT, AND THAT THIS IS MY KNOWING AND VOLUNTARY INTENT.

4. I, on behalf of myself and my heirs, devisees, successors and assigns, agree to indemnify and hold the API Parties harmless from any and all losses, claims, costs, damages, liabilities or expenses (including reasonable attorneys' fees), resulting or arising from my negligence, or willful misconduct while participating in the Program.

5. I agree that it is my responsibility to obtain a valid passport and any necessary visas, immunizations and required documents in order to enter all countries visited for the Program. I shall hold API harmless in the case where I do not obtain the necessary documents to legally entry and reside in the host country. I understand that the inability to obtain the necessary documents does not constitute grounds for a refund. I take full responsibility for reading and understanding all materials made available by API that relate to safety, health, legal, political, environmental, cultural and religious customs and conditions in my host country and community.

6. I certify that I am in good physical and mental health and that I have no special medical or physical conditions, nor any special needs or requirements, which would impede participation in the Program. I agree that if I have special dietary requirements and/or food and medical allergies, I take complete responsibility for my food and medicine intake.

7. In the event of any changes to the individual Program terms by API or the Local Host, I understand that API will use reasonable efforts to provide me advance notice. I also understand that changes may be implemented by the Local Host that are outside the control of API, and I will not hold API responsible for any expenses incurred resulting from such changes.

8. I am responsible for any and all required payments and charges applicable to the Program, even if another party is paying them on my behalf. I agree to have all payments and forms returned to API by the specified final deadlines, unless otherwise arranged in writing with API in advance. I understand API's refund and cancellation policy and agree to abide by it. If I fail to make all payments in a timely manner, I may be dismissed from the Program. I understand that during the Program term, there may be unforeseen expenses that I will incur that I will bear, including health care related costs.

9. I authorize API to act on my behalf when necessary to facilitate proper placement in educational, volunteer, intern, work or teach abroad opportunities. I also authorize the Local Hosts to release information to API representatives, including but not limited to, my behavior and performance on-site.

10. If the Program is cancelled due to natural disasters, acts of war, political disturbances, global pandemics or other events beyond the reasonable control of API, I understand that API will seek to refund any Program fees that may be recovered from the on-site host and Program representatives. Administrative and onsite expenses that have already been incurred and are non-recoverable will not be refunded to me.

11. I agree to communicate with my Local Hosts, as well as API staff to try and resolve any questions while abroad. In the event that services and accommodations are not provided due to causes beyond the control of API, I understand that I will give sufficient notice and time to provide comparable services and accommodations.

12. I have signed a Code of Conduct that outlines API's rules for acceptable behavior. I expressly agree that API shall have the right to contact my parent/guardian/emergency contact in the event that I fail to abide by the Code of Conduct, this Agreement, or whenever it is deemed necessary to ensure my safety or successful completion of the Program.

13. If I decide to leave the Program prior to its completion, I shall provide API at least one (1) week advance written notice of this intent. If I leave prior to the Program completion, neither API nor the Local Host has any liability to provide or arrange for transportation, housing, food, or other services connected to my early departure. I understand and agree that there will be no refund of any of the Program fees except in accordance with the Cancellation/Refund Policy outlined in the Program application.

14. I certify that I have read and I understand the API Schedule of Program Fees and Cancellation/Refund Policy, and I am responsible for any and all required payments and charges applicable to the Program, even if another party is paying them on my behalf. I agree to have all payments and forms returned to API by the specified final deadlines, unless otherwise arranged with API in advance. I understand that during the Program term, there may be unforeseen expenses that I will incur that I will bear, including but not limited to, health care related costs. If I fail to make all payments in a timely manner, I may be dismissed from the Program.

15. If I am injured or become incapacitated such that I am unable to make decisions regarding my health, I hereby authorize API or Local Hosts to procure all necessary medical assistance while I participate in the Program and to authorize any licensed medical person to do all things reasonably necessary to treat any illness or injury which may occur during my participation in the Program. It is further agreed that if I am unable to make decisions, and in the Local Host or API's reasonable consideration my condition so requires, I may be returned to the United States, at my expense. I hereby authorize API and my physicians, nurses, hospitals and other health care providers to fully disclose any medical information about me to my parent, guardian, emergency contact, or Local Hosts.

16. I hereby designate the following individual as my emergency contact, and authorize API to contact them for any reason and disclose any information about me to this individual. The emergency contact must be someone other than the participant.

Emergency Contact Name: _____

Emergency Contact Home Phone: _____

Emergency Contact Cell Phone: _____

Emergency Contact Work Phone: _____

Emergency Contact Email: _____

17. I understand that pursuant to the terms and conditions of the medical insurance policy provided for me by API, I must pay any and all medical costs incurred and retain the medical receipts for reimbursement by the insurance company. API is not responsible for and will not submit claims on my behalf. The medical insurance policy provides secondary coverage and is obligated to pay covered expenses to the extent that my primary health insurance coverage does not make payment. I agree to deal directly with the medical insurance companies regarding any claims made during or after the Program.

18. API reserves the right to dismiss me from the Program for any reason, including without limitation: non-payment; a violation of the Code of Conduct; drug possession or use; violent behavior against a host family member, API representative, Local Host, or other Program participant; excessive alcohol use; failure to disclose medical conditions to API; behavior that could cause, or causes, harm to myself or others; lewd or illicit acts; any actions that break the law of the host country; and health emergencies for which API believes I should return home to seek medical care. Further, I agree that API may notify my parent, guardian, emergency contact, and/or on-site host and Program representatives regarding such dismissal.

19. I agree that if I am dismissed from the Program, API's only obligation to me is as follows: API will assist me to identify alternate housing for up to one week post-dismissal at my expense. UPON DISMISSAL, API HAS NO FURTHER OBLIGATION TO ME, NOR WILL API REFUND ANY OF THE PROGRAM FEES OR BEAR ANY COSTS ASSOCIATED WITH MY DISMISSAL FROM THE PROGRAM. ANY DECISION OF DISMISSAL IS SUBJECT TO THE SOLE DISCRETION OF API.

20. Breaches of the local law of the host community or country are referred to and handled by the appropriate law enforcement authorities. API will not be able to intervene, or assist you, under such circumstances. The use of illegal drugs or controlled substances in foreign cultures may be treated as a serious criminal offense, and may be punishable by fine, imprisonment, and/or deportation.

21. API strongly discourages Participant from owning or operating vehicles while participating in the Program. Traffic congestion and different traffic laws and regulations, civil and criminal, may make driving motor vehicles in foreign countries extremely hazardous. If, however, I operate a motor vehicle while abroad, I recognize that API assumes no financial responsibility for legal aid, or for my care should I be involved in an accident while operating a motor vehicle.

22. API will provide me with a life insurance policy for accidental death or dismemberment in the amount of \$20,000.00 if, as of my application date, I am over the age of 21 and \$100,000 if I am 20 years of age or younger (the "Life Insurance Policy"). In regards to the Life Insurance Policy, I deem the following person as my primary beneficiary in the case of accidental death or dismemberment:

If the Participant designates no beneficiary, the proceeds will go to the Participant's estate.

23. The laws of Texas govern this Agreement. I agree that any claim, dispute with respect to this Agreement and any and all claims arising from or relating to my participation in the Program shall be exclusively resolved by binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association with arbitration to occur in Austin, Texas. This Agreement, including any policies referenced herein, is the entire agreement between the parties relating to the subject matter hereof. No waiver or modification of this Agreement shall be valid unless in writing signed by an officer of API. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law the remaining provisions of this Agreement shall remain in full force and effect.

I HAVE READ THIS AGREEMENT. I UNDERSTAND IT IS A PROMISE NOT TO SUE AND A RELEASE OF ALL CLAIMS. I UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I AM GIVING UP CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT TO RECOVER DAMAGES AGAINST THE API PARTIES IN CASE OF MY INJURY OR DEATH.

EXECUTED to be effective as of the day written below.

Participant's Signature _____

Date Signed _____