



INTERNSHIP PROVIDER'S BOOKING CONDITIONS

ImmerQi China Teaching Internship Terms and Conditions

If you have booked your ImmerQi China teaching internship in conjunction with an i-to-i or LoveTEFL course, your TEFL course is subject to i-to-i's usual terms and conditions as outlined above.

Your booking on the ImmerQi China teaching internship is subject to the terms and conditions as outlined by ImmerQi. The teaching internship is run by ImmerQi, and i-to-i/LoveTEFL is acting as an agent on behalf of ImmerQi.

i-to-i/LoveTEFL is responsible for providing any necessary TEFL training course element and for collecting all monies connected with this course and ImmerQi's teaching internship.

If you cancel your Booking then a cancellation charge will apply and, subject to the Internship Provider's Booking Conditions, this charge will amount to:

- 50% of the full booking amount if cancelled prior to 90 days from the internship start date
- 100% of the full booking amount if cancelled less than 90 days from the internship start date

If you book your internship and course program with a deposit, but do not make the final balance payment by the required date, then you will be deemed to have cancelled your teaching internship (please note i-to-i/LoveTEFL do not accept payment by cheque). As such you will not be able to participate on the program, and the full cancellation charge will apply. You will not receive any reimbursement for any associated costs (e.g. flights and visas) outside of the teaching internship fee.

Prior to being issued your Chinese Invitation Letter for your visa application, you will be required to pay 190GBP for your visa fees. Note this is separate to your visa application fee which is payable directly to your visa agent or Chinese embassy. You should pay your visa fee well in advance to enable your Invitation Letter to be applied for and issued, couriered out to you, which you will use to apply for your Chinese visa. Failure to pay the visa fees or in a timely matter that may affect your visa application or arrival will result in a full cancellation charge. You will not receive any reimbursement for any associated costs (e.g. flights and visas).

If you wish to defer to the next term, you can do so by paying a deferral fee of GBP300. The final date to apply for a deferral is 90 days before your arrival date and you must have paid off the full balance of your internship before a deferral can be accepted.

- Deferral application to be submitted in writing
- Deferral is permitted only once
- If approved, failure to attend the next academic term will result in 100% cancellation charges

Note: Should you defer after your Chinese Invitation Letter has been issued, you will be required to pay an additional 190GBP for a new Chinese Invitation Letter to be issued. If you have formally deferred and the Invitation Letter has not been issued you will not be liable to pay the additional Invitation Letter fee.

If you are not accepted on to the ImmerQi teaching internship, you will receive a full refund on the internship element. Please note that if you have booked your internship and course at a special bundle price, the value of your refund will be the amount you paid for the internship element at time of booking (minus any credit card fees that may have been incurred as part of the transaction).

The Internship Provider will provide the required documentation and information to enable you to apply for the correct visa in China. However, the success of your Chinese visa application is solely at the discretion of the Chinese embassy in your home country. If the China visa application is refused for any reason the above cancellation conditions will apply.



Note: Should your China visa application be unsuccessful, any costs involved in applying for your visa or travel arrangements such as transport, postage, health check, immunizations, criminal check, passport photos, visa application fee, insurance, hotel booking and flights bookings will be at your own expense. I-to-I/LoveTEFL nor the Program Provider will be liable to reimburse you for these expenses.

You are required to have completed 120 hours of online TEFL training by the deadline outlined by ImmerQi. You are also required to send all documentation to the ImmerQi team, as detailed in the course instructions, by the deadline defined by ImmerQi. Failure to do so will result in your application being void and no refund possible.

Please note the following pertinent information regarding the ImmerQi teaching internship:

- ImmerQi will not pay any compensation in the event that your trip is cancelled, curtailed or delayed or in any way changed as a result of circumstances that ImmerQi could not, even with all due care, foresee or avoid. Such circumstances include, without limitation, war or threat of war, terrorist activity or threats of such activity, riots or civil disturbance etc.
- Travel insurance – all participants are responsible for obtaining appropriate travel insurance. We advise you to book this immediately on purchase of the program so that you are covered. You will be required to provide a copy of your travel insurance prior to your arrival. Failure to purchase travel insurance or provide proof may result in your exclusion from the program with full cancellation charges applying.
- Police check – all participants are responsible for obtaining a valid police check from your home country. A clean record is required in order to be accepted onto the program. If your check has any prior offences or you fail to provide a police check may result in your exclusion from the program with full cancellation charges applying.
- ImmerQi operate to the highest standards available locally and comply with all Chinese law, but neither ImmerQi nor its partners, including i-to-i/LoveTEFL, will accept any liability to you arising from a difference in regulation of employee protection, discrimination laws, health and safety practice or other matters between the destination country and your home country. For example, please be aware that as well as your qualifications and general experience, employers in China may take into account race, appearance, strength of accent, medical history etc. when making a recruitment decision.
- Please note that teaching internship dates and procedures are different for each school and area.
- All participants will be subject to Chinese laws during their internship in China, and it is imperative that they comply with all Chinese laws. ImmerQi and i-to-i do not take any liability should a participant choose to violate any Chinese law during their internship.
- ImmerQi cannot guarantee to keep the teacher in the same school from the beginning to the end of their internship as participants may be transferred from the school due to various reasons.
- It might take time to place the participant to his/her school as the school start dates vary depending on the area and the school, so ImmerQi do not guarantee the specific start and end date of your internship. If there will be delays on placing, ImmerQi guarantees that suitable accommodation and meals will be provided.
- If teachers violate the work rules and regulations stated in the ImmerQi Teacher Employment Contract, ImmerQi has the right to terminate the contract of the participant without any refund or responsibility.
- ImmerQi will provide 24 hour support for participants in case of emergency. This is provided in the form of a contactable mobile number.
- As part of the ImmerQi teaching internship, you may be required by the school you are placed at to undergo several medical checks to ensure your suitability for the school. Please note that this is normal practice in China, and is standard procedure for many internships. Undertaking health checks in your own country and taking these results



to China does not result in exemption from the health checks in China. Refusal by a participant to take a requested health check by their school in China or the failure upon undertaking the health check will result in the participant's removal from the school and no refund or alternative placement will be offered.

A participant will be considered to have failed their health check if they are found to have any of the following: hepatitis, syphilis, STD's, Ebola virus, Zika fever or any infectious diseases. If you are unsure whether you have an illness or condition that may affect your acceptance onto the program you should check with either I-to-I/LoveTEFL or your ImmerQi advisor immediately.

- ImmerQi is only responsible for operating teaching internships in China and has no responsibility for i-to-i/LoveTEFL and its rules and payments.

Last updated: 12th March 2018