

The following Terms and Conditions apply to all participants. CRCC Asia Ltd is a Hong Kong registered company and operates in the UK through subsidiary China Recruitment Ltd. CRCC Asia LLC (USA) is a subsidiary of CRCC Asia Ltd (HK) (hereafter referred to as We/Us)

1. By paying the Program fee or the deposit, you are entering into a contractual agreement with CRCC Asia Ltd and you agree to be bound by the following terms and conditions as described below.
2. In return for receipt of the program fee, we will undertake the following:
 - (a) to provide the participant with a work placement at a company in China;
 - (b) to provide the participant with furnished accommodation in China with the payment of bills including, gas, electricity and water;
 - (c) to provide pick up from the airport in Beijing at pre-agreed times;
 - (d) to provide contact details of representatives in Beijing in case of any difficulties or problems experienced;
 - (e) to provide a welcome meal and induction course for the participant.For the avoidance of doubt, We will only be responsible for the matters set out in Section 2 above.
3. We retain all rights to reject the application of any person we deem unsuitable for our Program, at our own discretion.
4. All deposits are non-refundable unless the program has been cancelled by Us without the participant's consent or a refund is decided upon at Our discretion.
5. The remaining balance of the placement fee must be paid within 30 days of the deposit payment or six weeks before departure (whichever is sooner) or the placement will be cancelled and no refunds given unless by prior arrangement.
6. If an applicant has paid the full amount and wishes to cancel a placement prior to starting the program, then this must be done via a written request, sent by registered mail to our registered address. Upon receipt of a cancellation letter, a 50% refund of the placement fee minus deposit will be given. If this is received less than 8 weeks before departure, no refund will be given.
7. Unless previously agreed, if a participant wants to change the dates of their Program or change to another Program after paying the deposit, a £100/\$160 administration fee will be charged. If such a request is made within 8 weeks of the Program start date or after an invitation letter has been issued We reserve the right to refuse it or apply an additional charge.
8. In the event that a participant decides to discontinue his/her Program after it has started but before it is due to end for any reason, no refund will be given.
9. If, for whatever reason, We have to cancel one of our Programs prior to the participant starting the program and for reasons, which are in no way attributable to the participant, a full refund of the Program fee including deposit will be given to the participant. No compensation can be given for any other costs incurred in relation to the Program.
10. In the event that a participant is refused an appropriate visa or suitable alternative by the Chinese Authorities, a full refund of the Program Fee minus deposit will be paid, but no compensation can be given for cancellation of flights or any other costs incurred by the participant.
11. The content and information displayed on our website and other promotional material is believed to be valid and correct but we will not be held liable and do not take responsibility for any misinformation or ambiguities in the content. Prices are subject to change without notice and you will be liable for changes unless your full program fee has already been paid.
12. We reserve the right to change our suppliers and the format of our program as and when necessary, however we will endeavour to provide as similar a program as possible at all times.
13. We cannot accept any responsibility or liability for loss of or damage to your passport or any other personal property at any part of the visa process, during transit or during registration with the Chinese authorities.
14. We cannot accept any responsibility or liability for changes or Program cancellations under any of the following circumstances:
 - war or threat of war, terrorism or threat of terrorism, fire, sickness, environmental or climate concerns, acts of government or local authority, or any other event or circumstance which amounts to a "force majeure" and in such cases no refund or compensation for any loss will be given to the Participant unless otherwise decided at Our discretion.
15. It is your responsibility to be aware of any national holidays or other events that may change the nature of your program. While most companies operate a 9-5 working policy, some may have different requirements and we cannot be held responsible for this.
16. International flights are not included in the cost of any of our Programs. We cannot be held responsible for any action, negligence or event relating to the purchase or operation of flight tickets or flights. We will also not be responsible for any costs or refunds due to changes or delays in flights.
17. Pickup from Beijing airport outside the hours of 9am to 9pm or not on the specified arrival day will incur a charge of £100/\$160.
18. If the participant should experience any problems whilst partaking in our Program, they must immediately inform us in writing by email or letter, with a clear explanation of the problem. In such an event, we will discuss the problem with the participant and will discuss ways in which the problem can be solved. We are not responsible for any conversations or anything that is said unless it is recorded in the written form either by email or by letter.
19. The participant agrees to discuss any problems in their placement with our staff prior to discussion with their internship provider. If the assigned internship company wishes to terminate a participant's placement prior to the end of the stated time as a result of the participant's inadequate or unhelpful participation or prolonged or repeated absence from work, the participant understands that no refund of fees will be given in this situation and We are under no obligation to provide another placement. In such a case, the Participant will be required to leave the provided accommodation within two days of being informed.
20. If the participant wishes to terminate their placement prior to the end of the time stated in the contract for any reason they must provide Us with written notice, clearly stating the reasons for such a decision. The participant understands that no refund of fees will be made in this situation, that no other placement will be offered and that he/she will be required to leave the provided accommodation within two days of being informed.
21. We, our affiliate agencies, suppliers and members of staff cannot be held responsible for any case of injury, accident, claim, theft, damage, sickness, cancellation or loss, in relation to our/their services.
22. All participants are responsible for their own safety during the trip and neither our company nor the assigned internship company take responsibility nor be held liable for any accident, sickness, loss, damage, expense or hazard encountered throughout the Program.
23. The participant will be held responsible and liable for any damages to the assigned internship company during their placement. It is the participant's responsibility to ensure they purchase personal liability insurance prior to the commencement of their internship.
24. In situations where the participant does not comply with the rules of the assigned internship company or rules of our Program or the laws of the People's Republic of China, We may release the participant from the Program and no refund will be granted to the participant and the participant will be required to leave the provided accommodation within two days of being informed
25. Participants will take full responsibility for their conduct at all times during the Program. The participant will not act irresponsibly, break the law of the People's Republic of China, or put themselves or others in dangerous situations, and if they do, will be responsible for the consequences.

26. We reserve the right to expel a participant from the program at our own discretion for reasons including but not limited to breaking the law, bullying or harassment of other participants, anti-social or unreasonable behaviour or unfit conduct towards other group members, Our representatives or the assigned internship company or excessive absence from work. In such instances, We retain the right to immediately eject the participant from his or her accommodation and cancel the internship placement.

27. We take no responsibility and are not liable for any third party behaviour or actions including but not limited to that of the host internship provider and employees at the designated accommodation.

28. We take no responsibility and are not liable for any accidents that take place at any third party locations including but limited to the premises of the host internship provider and the designated accommodation. It is the participant's responsibility to ensure they purchase personal liability insurance prior to the commencement of their internship.

29. We reserve the right to make charges for any missing or damaged items or for any additional cleaning or repair charges to accommodation that may be incurred during the internship. The participant agrees to pay these charges in full to Us within 14 days of finishing the internship.

30. Guests are not allowed to stay in the participant's accommodation unless this is requested in writing to Us prior to their arrival. Guests will only be allowed to stay in the participant's accommodation if prior consent is given by Us. In the event that guests stay in the accommodation without consent, the participant may be required to leave the provided accommodation within two days of being informed.

31. The participant is responsible for ensuring that they have purchased full, comprehensive insurance prior to departure to China, which will cover them for the duration of the Program and which includes but is not limited to travel, health, medical and accident insurance. The participant must bring all relevant insurance documents with them to China.

32. In instances where the assigned internship company demands it, the participant agrees to sign a Non Disclosure Agreement with the assigned internship company. Regardless of whether or not the assigned internship company requires a written Non Disclosure Agreement, the participant agrees to respect and keep confidential the Intellectual Property of the assigned internship company.

33. We are not responsible for the workload provided by the internship provider whether it is of a high intensity or low intensity. In such situations, the Participant should discuss the problem with Us and We will endeavour to resolve the issue accordingly.

34. The participant understands that CRCC Asia may have signed a contract with the host company under which CRCC Asia should be informed and commissioned if and when the internship leads to a full time, salaried position.

35. To comply with Visa regulations of the PRC, you must notify us if you have any of the following: Mental disease, Venereal Disease, Tuberculosis, HIV, Leprosy or other infectious diseases.

36. Our maximum liability is limited to the cost of the program.

37. This agreement constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

38. Each party acknowledges that, in entering into this agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this agreement.

39. A person who is not a party to this agreement shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999 [except where such rights are expressly granted by clause[s] [but this does not affect any right or remedy of a third party which exists, or is available, apart from that Act].

40. The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this agreement is not subject to the consent of any person that is not a party to this agreement.

41. If any provision of the agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.

42. If a provision of this agreement (or any part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable OR the parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the parties' original commercial intention

43. Participants must inform us of any travel abroad or any other unavailability of passport for visa processing during the six weeks prior to starting our program. We cannot be held responsible for additional costs for express processing, postage, submission in person by our staff, or delay or cancellation of program due to failure to inform us of such details.

44. For the participant's convenience, participant contact details will be forwarded to a designated contact at our partner flight and insurance provider, it is the participant's choice whether to use our recommended provider or not.

45. One month participants are not allowed to stay a second month at their company without CRCC Asia's prior consent, nor are they allowed to contact any of CRCC Asia's partner companies for a second placement. For participants who wish to extend their internship by one month after commencement of their program, he/she must make a formal written request to their original regional office. CRCC Asia cannot guarantee that this request will be accepted. If approved, the participant will be required to pay the cost of the extra month (£500/€600/US-CA-AU\$900/NZD1200) and a late fee of £250 (or equivalent). In such cases the participant must be flexible with regard to the company and accommodation. CRCC Asia cannot guarantee to place the participant in their first choice sector at late notice.

I have read and agreed to the terms and conditions above, which are applicable to all CRCC Asia Programs and are governed by the law of England and Wales.

Participant:

(Signature)

(Name – Block Capitals)

(Date)

Next of Kin contact:

(Name)

(Mobile number)

(Email address)