



City Internships Limited

Terms and Conditions for Participants

Application of Terms and Conditions

By applying to join a City Internships program, the Participant (“you”) accepts these Terms and Conditions as governing your relationship with City Internships Limited (“we”, “us”). In these Terms and Conditions, “Program” means the period commencing with your arrival at the designated opening event and ending with the designated closing event for your selected program, season and location. A “Host Company” means a company with which you are placed as an intern during the course of a Program. “Dollars” and “\$” mean United States Dollars (USD). “Pounds” and “£” mean British Pounds (GBP). These Terms and Conditions apply to programs running in 2017 only.

Fees for 2017 are as follows:

Enrollment Fees: The Enrollment Fee is \$450 USD and is payable as a condition of enrollment. Please note the “late enrollment” conditions set out in the Cancellation and Refunds section below.

Program Tuition Fees: The Program Fee for the Global Explorer Program (summer only) is \$4,650 USD. The Program Fee for the Global Accelerator Program (summer only) is \$7,150 USD. The Program Fee for the Global Vanguard Program (fall, winter and spring only) is \$4,450 USD. Please note the conditions set out in the Payment of Fees section below.

Accommodation Package Fees: The Accommodation Package Fee is \$3,600 USD. The full balance of the Accommodation Package Fee is payable no later than 30 days prior to the commencement of the Program or within 5 days of your acceptance of an internship placement, whichever is sooner. The Accommodation Package is optional and includes accommodation for a single person. Please note the conditions set out in the Accommodation Package section below.

All fees are stated exclusive of prevailing Value Added Taxes or Sales Taxes. All fees may be paid in US Dollars (USD) or British Pounds (GBP) at the prevailing exchange rate.

Critical dates for 2017 are as follows:

Summer Program Dates: Global Explorer Program and Global Accelerator program dates by location:



London: 17th June to 11th August 2017.
New York: 11th June to 4th August 2017.
Miami: 4th June to 28th July 2017.
Wash. D.C.: 4th June to 28th July 2017.
Los Angeles: 24th June to 18th August 2017.
Sydney: 4th June to 28th July 2017.

Paris: 17th June to 11th August 2017.
Boston: 11th June to 4th August 2017.
Chicago: 4th June to 4th August 2017.
San Fran.: 24th June to 18th August 2017.
San Diego: 24th June to 18th August 2017.
Hong Kong: 4th June to 28th July 2017.

Fall, Winter & Spring Dates: Global Vanguard Program dates by location:

Rolling dates apply for all locations.

Placement Deadline: 14 days prior to the commencement of your chosen Program.

Your Responsibilities

Application: You undertake that all information that you provide to us is truthful and accurate. You will supply such original or certified copy documents as we may reasonably request, or confirmations from acceptable sources, in order to verify the information that you provide to us.

Travel: All travel, visa, insurance and other costs that you may incur in participation in a Program are your responsibility and will not be met or reimbursed by us. Non-domestic Participants are responsible for arranging their own visas in good time prior to commencement of the Program. Non-domestic Participants are also responsible for organising suitable travel insurance. We are not responsible for reimbursing to you any travel, visa, insurance or other costs that you may have incurred if you do not attend the Program for any reason, or costs that you may incur if your participation in the Program is terminated early for any reason.

Suitable Behaviour: You will at all times during the application, enrollment and placement processes and during the Program behave in a suitable manner towards Host Companies, their staff, other Participants and our staff. You must observe all the lawful directions of the Host Company including, without limitation, health and safety regulations, not entering restricted areas and not making or keeping copies of documents. Inappropriate behaviour includes, without limitation, bringing Host Companies, their staff, other Participants, our staff or us into disrepute. We reserve the right to terminate your participation in the Program if in our sole discretion your behaviour subjects Host Companies, their staff, other Participants, our staff or us to any derogatory treatment or brings or has the potential to bring Host Companies, their staff, other Participants, our staff or us into disrepute.



Our Responsibilities

Placement with a Host Company: Subject to payment of the fees, we will place you in an internship with a Host Company in your primary or secondary program location and primary or secondary industry by the Placement Deadline. If we have been unable to place you in an internship with a Host Company by the Placement Deadline, in circumstances where we deem at our sole discretion you have given full co-operation, you will be entitled to cancel your participation in the Program and receive a refund of all fees paid as set out in the Cancellation and Refunds section below.

Out-of-pocket Expenses, Compensation & Employment: During the Program, your Host Company may at their sole discretion provide an allowance for out-of-pocket expenses (such as daily lunch or travel costs) and/or compensation. The provision of any out-of-pocket expense allowance and/or compensation is the sole responsibility of the Host Company. During or after the Program, your Host Company may wish to extend an offer of employment to you. The provision of any offer of employment is determined at the sole discretion of the Host Company.

Accommodation Package: The following conditions apply to participants selecting the optional Accommodation Package only. You acknowledge that accommodation is provided for a single person only and if you arrive with others they may not be permitted to share the accommodation with you. You also acknowledge that accommodation and catering provisions (if any), which may be in the form of meal vouchers, catered dining hall access or self-catered cooking facilities, will vary according to program location. You are expected to leave your accommodation in the same condition as when you arrived and acknowledge that you are liable to us or any third parties for any costs arising from damage caused during your stay. In the event of a change in third-party costs associated with the provision of the Accommodation Package (including, but not limited to, a change in pricing or availability or accommodation provider) the Accommodation Package Fee may be subject to alteration without notice.

Application, Enrollment & Placement Processes

Application process: Following receipt of your application, we will decide if you are suitable for enrollment and if so we will invite you to enroll.

Enrollment process: Following receipt of your enrollment and registration, we will invite you to complete a Program Consultation. During the Program Consultation, you will be required to select a Season and Program and Program Fee Payment plan and to select one primary and at least one secondary options with respect to Location and Industry. Please note the conditions set out in the Program Options section below.



Placement process: Following receipt of your full payment of the Program Fee or first installment payment of the Program Fee, if you have selected the Pay Now or Pay Later plans respectively, we will invite you to complete a Career Consultation. The placement process will commence following the completion of your Career Consultation.

Co-operation during the application, enrollment and placement processes: You acknowledge that failure to complete actions or pay fees within designated time frames or any action that detrimentally impacts our ability to successfully place you with a Host Company (including, but not limited to, failure to respond to communications in a timely manner, failure to schedule consultations in a timely manner, failure to attend interviews scheduled for you or the rejection of interviews or offers matching your program option selections) will be treated as lack of co-operation.

Payment of Fees

Enrollment fee payment: The Enrollment Fee is payable on enrollment. All Enrollment Fees may be made electronically via debit or credit card via the Enrollment Form.

Program fee payment: The Program Fee is payable according to the Pay Now or Pay Later payment plans as set out below.

If you select the Pay Now plan, the full balance of the Program Fee is payable within 5 days following your Program Consultation or no later 30 days prior to the start of the Program, whichever is sooner. If you select the Pay Later plan, the first installment of the Program Fee is payable within 5 days following your Program Consultation or no later 60 days prior to the start of the Program, whichever is sooner. The full balance of the Program Fee is payable within 5 days of your acceptance of an internship placement or no later than 30 days prior to the start of the Program, whichever is sooner. A 7.5 per cent surcharge applies to the Pay Later plan. Additionally, at our sole discretion we may make a custom installment plan available to you if requested prior to Enrollment. All Enrollment Fees may be made electronically via debit or credit card via the First Installment Form.

All Program Fee payments may be made via check or wire transfer with no handling fee. Program fee payments made via debit or credit card will incur a 4.75 per cent handling fee.

Your consents and acknowledgements: You consent to us beginning work to finalise your participation in the Program immediately following your acceptance of an internship offer and you acknowledge that we may make irrevocable financial commitments on your behalf concerning your participation in a Program (including, but not limited to, arrangements concerning your Host Company, your participation in Program Events and Excursions and, where applicable, your Accommodation Package) immediately



following your acceptance of an internship offer. You acknowledge therefore that following acceptance of an internship offer, regardless of whether you attend the Program, your obligation to settle the balance of the Program Fee is irrevocable. Please note the “Cancellation by you” conditions set out in the Cancellation and Refunds section below.

You acknowledge that any payment delinquency of 5 days or more may at our sole discretion result in the forfeiture of any right to a refund of any fees paid and a hold being placed on your participation in the Program. In the event of non-payment of the full balance of the Program Fee by the Participant by the payment due date, the Participant shall pay interest on the overdue amount at the rate of 10% above the prevailing Bank of England base rate. Interest shall accrue on a daily basis from the due date until the settlement of any overdue amount. The Participant shall pay the interest together with the overdue amount plus any debt collection charges and legal fees incurred.

Cancellation and Refunds

Cancellation by You: If you wish to cancel your participation in the program **after** the Placement Deadline, in circumstances where in our sole discretion you have given full co-operation during the application, enrollment and placement processes, you will be eligible for a full refund of the Enrollment Fee and the Program Fee.

If you wish to cancel your participation in the program at any time **before** the Placement Deadline no refund of the Enrollment Fee or Program Fee or part thereof will be given.

If you have accepted an internship offer and you wish to cancel your participation in the program at any time no refund of the Enrollment Fee or Program Fee will be given. For the avoidance of doubt, you shall remain liable for the full balance of the Program Fee as described in the Payment of Fees section above.

Refund Procedure: Requests for refunds must be received electronically within ten days of cancellation to cancellations@city-internships.com. Supplemental documentation may be required. You acknowledge that requests for refunds not received within 60 days of the Program commencement date will be forfeited.

Cancellation by Us: We may decline any application by you to enroll without stating our reasons. If during the course of the enrollment process or placement process we determine in our sole discretion that you did not fully co-operate (for example by not responding to our communications in a timely manner, failing to attend scheduled interviews or otherwise delaying the placement process without reasonable cause) we will be entitled to cancel your participation in the Program and retain the whole of any fees



that you have paid. If we discover that any information that you have provided to us is inaccurate or untruthful in a way that we consider is material to the decision to offer you enrollment or a placement, we may cancel your participation in the Program and retain the whole of any fees that you have paid. We may also cancel your continuing participation in a Program and retain the whole of any fees that you have paid if you breach the requirement for suitable behaviour.

Program Cancellations: We reserve the right to cancel all or part of a Program if in our sole discretion we consider that all or part of the Program is untenable or impracticable. In such instances we will make a full refund if the entire Program is cancelled, and a partial refund of such proportion of the fees paid as we consider in our sole discretion to be reasonable in all the circumstances otherwise.

Program Events and Excursions: Events and Excursions are provided at our discretion, and are subject to alteration or cancellation without notice.

Failure to Attend Program: Whatever the reasons, if you fail to attend all or part of a Program, we will not make any full or partial refund of any fees and we are not responsible for reimbursing to you any travel or other costs that you may have incurred.

Late Arrival/Early Termination: Whatever the reasons, if you are late in arriving for a Program or you decide to leave before the Program has finished, we will not make any full or partial refund of any fees and we are not responsible for reimbursing to you any travel or other costs that you may incur if the Program is terminated early with respect to you for any reason.

Late Enrollment: If having enrolled within 45 days prior to the start of your chosen program, you wish to cancel your participation in the program at any time you will not be entitled to a refund of the Enrollment Fee. Your eligibility for a refund of the Program Fee is as set out below.

Program Options

Season and program: Global Explorer Program (summer only); Global Accelerator Program (summer only); Global Vanguard Program (fall, winter and spring only). One selection required.

Program fee payment plan: Pay Now; Pay Later. One selection required.

Location: London; Paris; New York; Boston; Miami; Washington D.C.; Chicago; San Francisco; Los Angeles; San Diego; Sydney; Hong Kong. One primary and one or multiple secondary selections required.



Industry: Banking & Financial Services; Marketing, Advertising & PR; Consulting & Professional Services; Technology & Engineering; Start-ups & Entrepreneurship; Entertainment, Media & Journalism; Law & Politics; Art, Fashion & Design; Charities, NFPs & NGOs. One primary and one or multiple secondary selections required. The application of Industry category to an internship placement is made at the sole determination of us.

Confidentiality

In the course of a placement, you may come into contact with Confidential Information, which means information that is confidential to the Host Company including, but not limited to, any document marked 'Confidential' (or a similar expression), or any information which you have been told is of a confidential nature, contains information which you might reasonably expect to be commercially sensitive, or which you might reasonably expect that the Host Company would regard as confidential. You shall not, other than in the proper performance of your placement at any time, whether before or after the termination of the Program, use, disclose or communicate any Confidential Information, trade secrets or other information of a secret, sensitive or confidential nature (whether regarding the business, dealings, affairs, practice, accounts, finances, trading, software or know-how), concerning the Host Company or its customers, clients, employees or suppliers in so far as they come to your knowledge during the Program. Nothing in this Term shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act. In accordance with the Contracts (Rights of Third Parties) Act 1999, any Host Company may enforce this Term directly against you.

Data Protection

It is in the nature of your relationship with us that you will supply us with personal data and that we will make that data available to prospective Host Companies, some of which may maintain their relevant administration functions outside the European Economic Area. Consequently:

Your Consents: You consent to us processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data (as defined in the Data Protection Act 1998) relating to you including, as appropriate: information about your physical or mental health or condition in order to take decisions as to your fitness for a Program; your racial or ethnic origin or religious or similar beliefs in order to monitor compliance with equal opportunities legislation; information relating to any criminal proceedings in which you have been involved for insurance purposes and in order to comply with legal requirements and obligations to third parties. You consent to us making such information available to prospective



Host Companies, reference checking service providers, regulatory authorities, and governmental or quasi-governmental organisations. You consent to the transfer of such information to our business contacts outside the European Economic Area in order to arrange Programs even where the country or territory in question does not maintain adequate data protection standards. You acknowledge that we will use personal information for the purpose of rendering professional recruitment services, keeping our own accounts and records and may use personal information for our own advertising, marketing and public relations activities. Your participation in a Program may be documented by photograph, video and other media (collectively “Recorded Media”). You agree that we may use any means to capture your participation in the Program and authorise us to use any Recorded Media of you including images and testimonials in our print or electronic promotional material at any time in the future without compensation to you or any further permission or consent from you.

Your Rights: You may ask us not to process your personal data for marketing purposes. You have the right to ask us to provide information in writing about your information that we hold. You may ask us to remove your information from our database records. You may exercise all or any of these rights by making written electronic application to our nominated representative, Lewis Talbot, via hello@city-internships.com.

Discrimination

We will not discriminate without lawful cause against any person, nor victimise or harass them, on the grounds of: race or racial group (including colour, nationality and ethnic or national origins); sex (including marital status, gender reassignment, pregnancy, maternity and paternity); sexual orientation (including civil partnership status); religion or belief; age; or disability. We will take such steps, and make such adjustments, as are reasonable in all the circumstances in order to prevent persons who are disabled from being placed at a substantial disadvantage in comparison with those who are not disabled.

Third Party Costs

Whether a Program is cancelled by you or by us, in no circumstances will we be liable to reimburse any costs or expenses that you may have incurred in connection with your participation in the Program. In circumstances where you are entitled to a refund, we will only be liable to refund the whole or part of what has been paid to us.

Scholarships and Bursaries



If a Host Company elects to contribute to your Program Fees, we will administer the receipt of funds and either provide you with a refund of fees paid or provide a credit against fees due.

Distance Selling

You consent to us beginning work to process your enrollment (including, but not limited to, the performance of reference checks) immediately following your payment of the Initial Enrollment Fee. You acknowledge that we will begin work within the cooling off period and consent to forgo your right to cancel your enrollment immediately following your payment of the Initial Enrollment Fee in accordance with the prevailing distance selling regulations.

Sales Tax/Value Added Tax

All fees are stated exclusive of Sales Tax or Value Added Tax (VAT). We will provide a receipted VAT invoice on payment of all fees due upon request. Applicants outside the UK but who are registered for VAT in an EU country should contact us for invoicing and fee calculation details. Proof of registration for VAT or its equivalent will be required.

Law

These Terms and Conditions shall be governed by and construed in accordance with the Laws of England whose Courts shall be the courts of competent jurisdiction. You irrevocably agree to submit the exclusive jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with these Terms and Conditions.