



City Internships

Terms of Service for Participants

Application of Terms of Service

By applying to join a City Internships program, the Participant (“you”) accepts these Terms of Service as governing your relationship with City Internships (“we”, “us”, “our”). In these Terms of Service, “Program” means the period commencing with your Program Consultation and ending with the designated closing event for your selected season and program type. A “Host Company” means a company with which you are placed as an intern during the course of a Program.

Service fees are as follows:

Enrollment Fees: The Enrollment Fee is \$250 USD for all programs. It 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 fee for the Global Accelerator Program (summer only) is \$5,950 USD. The fee for the Global Explorer Program (all seasons) is \$6,250 USD. The fee for the New Remote Program (all seasons) is \$4,950 USD. Program Tuition Fees are payable no later than 60 days prior to the commencement of the Program or within 5 days of your acceptance of an internship placement, whichever is sooner. Please note the conditions set out in the Payment of Fees section below.

Accommodation Package Fees: The Global Accelerator Program Accommodation Package Fee is \$3,850 USD. The full balance of the Accommodation Package Fee is payable no later than 60 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

Summer Program Dates: Global Accelerator Program dates vary by location. Visit www.city-internships.com/how-it-works/#fees-and-dates for dates by location.



Fall, Winter & Spring Program Dates: Global Explorer Program and New Remote Program dates are rolling.

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. All Participants are also responsible for organizing 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 Behavior: You will at all times during the application, enrollment and 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 behavior 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 behavior 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 the timely 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 associated with your chosen program, 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 wish to provide an allowance for normal out-of-pocket expenses and/or compensation. The provision of any expense allowance or reimbursement 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 catered dining hall access, meal vouchers 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, provider or availability, 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. You will be provided a limited time to accept your invitation 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 Program Season (e.g. summer 2020), a Program Type (e.g. Global Accelerator Program), and Payment Plan (e.g. Pay Now, Pay Later or Income Share Agreement). You will also be required to select one primary option and at least one secondary option with respect to Program Location (e.g. New York) and Internship Industry (e.g. Banking & Financial Services). You will be provided a limited time to schedule and attend your Program Consultation. Please note the available options set out in the Program Options section below. Option availability may be subject to alteration without notice.

Placement process: Following receipt of your Enrollment Fee and full payment of the Program Fee, first installment payment of the Program Fee or signed Income Share Agreement, where you have selected the Pay Now, Pay Later or Income Share Agreement plans



respectively, we will invite you to complete a Career Consultation. You will be provided a limited time to schedule and attend your 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 any failure to pay fees or complete actions within designated time frames or any other action that may detriment our ability to match and 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 scheduled consultations or interviews or rejection of interviews or placement offers matching your Program Option selections, or otherwise impeding or delaying the placement process without reasonable cause) may be treated as lack of co-operation and impact your entitlement to a refund of any fees paid as set out in the Cancellation and Refunds section below.

Payment of Fees

Student Aid: Your Student Aid contribution is calculated at the time of Enrollment. Student Aid is either deducted from your final Program Fees or provided to you via check during your Program (subject to all balances due having been settled). Student Aid cannot be credited towards any other payments (including Enrollment Fees or First Installment Fees).

Student Aid is only available to those who participate in a program.

The provision and quantity of any Student Aid is at our sole discretion and is not guaranteed at any time.

We may request evidence to support your claim for Student Aid at any time. This may be in the form of, but is not limited to, historical tax returns of your household, proof of residence, pay stubs or checks, proof of identity, marriage and divorce records, birth and death certificates. Failure to provide requested evidence may result in Student Aid being reduced, cancelled or recalled. In the event Student Aid is recalled, in full or in part, you will be provided with an invoice to settle within 30 days. Delinquent payments with respect to recalled Student Aid are treated the same as late payments with respect to Program Fees (see Payment of Fees: Your consents and acknowledgements, below).

Your household income will be defined as both your own and your Provider's income. Where your Provider may be, but is not limited to, your parents or legal guardians.

Student Aid is **not** eligible to be applied to Program fees that are paid using an Income Share Agreement, nor may it be applied to Program Fees for a New Remote Program.



Enrollment fee payment: The Enrollment Fee is \$250 USD and is payable on enrollment. Enrollment Fees may be made electronically via debit or credit card via the Enrollment Form with no handling fee. Alternative payment methods may be provided on request.

Program fee payment: The Program Fee is payable according to the Pay Now, Pay Later and Income Share Agreement 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.

If you select the Pay Later plan, a \$550 USD first installment of the Program Fee is payable within 5 days following your Program Consultation. The full balance of the Program Fee is payable within 5 days of your acceptance of an internship placement or no later than 60 days prior to the start of the Program, whichever is sooner. Please note a 12.5 per cent surcharge applies to the Pay Later plan. All First Installment Fees may be made electronically via debit or credit card via the First Installment Form with no handling fee. Alternative payment methods may be provided on request. Program Fee payments may be made via debit or credit card subject to a 5.75 per cent handling fee or via check or wire transfer with no handling fee.

We may at our sole discretion make a custom installment plan available if requested by you prior to Enrollment.

Alternatively, you may apply for an Income Share Agreement (ISA) for the balance of your Program Fee.

ISAs: An Income Share Agreement (ISA) is a legal contract between student and education provider. The ISA contract outlines that in exchange for the provision of an educational service to a student, said student agrees to pay a fixed percentage of their income for a fixed duration of time. Payment occurs when the student is employed and earning above a predetermined minimum salary. ISA contracts have Payment Caps that clearly indicate the most a student would pay given the terms of their individual ISA contract.

- Instead of paying tuition upfront, enrolled students may choose to sign an ISA.
- An ISA is a legally binding agreement representing a responsibility to pay City Internships a portion of future income.
- ISAs are not a form of debt, nor are they a loan. They have no interest rate or principal balance.
- Students who elect the ISA option agree to pay a percentage (10 per cent) of their post-program gross income (i.e. before taxes) with 24 monthly payments, when they start earning above a minimum income threshold (of \$25,000 per year).
- The ISA option has a maximum repayment cap (\$11,000).



- Students have 5 years after their last day of their Program to complete the 24 monthly payments. After that period, the ISA is cancelled. This is also known as the “deferment period”.
- If students get a job before completing their City Internships Program, they are not considered withdrawn and their ISA will still be due in full.
- Payments are collected by Leif, our ISA administrator, and students will be notified of forthcoming collections.
- Students may not finance their Accommodation package with an ISA agreement.

ISA Terms Schedule

These terms are based on an 8-week Global Accelerator Program costing \$5,950. ISAs are **not** eligible for Student Aid Deductions.

Student Aid Deduction	\$0
ISA Percentage	10%
Term	24 mos
Payment Cap	\$11,000
Min. Income Threshold	\$25,000
Max. deferment Period	5 years

Your consents and acknowledgements

You consent to us beginning work to finalize your enrollment with CI and you acknowledge that we may incur costs (including, but limited to, processing fees, reference and background checks) immediately following your submission of the Enrollment Form and payment of the Enrollment Fee.

You consent to us beginning work to finalize your participation in a 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 any outstanding Program Fees is also irrevocable. Please note the “Cancellation by you” conditions set out in the Cancellation and Refunds section below.



You acknowledge that any payment delinquency may result in a hold being placed on your participation in the Program and the forfeiture of any right to a refund of any fees paid. In the event of non-payment of the full balance of the Program Fee by the Participant by the payment due date, you agree to pay interest on the overdue amount at the rate of 8% above the prevailing London Interbank Offered Rate. Interest shall accrue daily from the due date until the settlement of any overdue amount. And you agree to pay the overdue amount plus interest and any and all related debt collection charges and/or legal fees incurred.

Cancellation and Refunds

Cancellation by You: If you wish to cancel your participation in the program **after** the Placement Deadline associated with your chosen program, in circumstances where in our sole discretion you have given full co-operation during the application, enrollment and placement processes, you will be eligible to defer your participation in a CI program to a later date or claim a full refund of both the Enrollment Fee and the Program Fee. In the case of ISA funded Programs, your ISA will be voided and your Enrollment Fee refunded.

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 **at any time** after you have accepted an internship offer and you wish to cancel your participation in the program no refund of the Enrollment Fee or Program Fee will be given. And, for the avoidance of doubt, you shall remain liable for the full balance of the Program Fee.

Cancellation & refunds procedure: All cancellations by you and any request for refund must be submitted electronically via www.city-internships.com/cancellations/. You acknowledge that any request for refund will be assessed within 60 days following the commencement of your chosen program and, where applicable, refunds will be issued within 90 days following the commencement of your chosen program. No concessions. Requests for refunds not received within 30 days of the commencement of your chosen program will be forfeited.

Cancellation by Us: We may decline any application without stating our reasons. If during the course of the application, enrollment or placement process we determine in our sole discretion that you are not fully co-operating or behaving suitably (note the “Suitable Behavior” and “Co-operation during the application, enrollment and placement processes” conditions set out above) we reserve the right to cancel your participation in the Program and retain the whole of any fees that you have paid. If during the course of the application, enrollment or placement process 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 reserve the right to cancel your participation in the Program and retain the whole of any fees that you have paid.

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 fees paid nor write off any fees outstanding 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 fees paid nor write off any fees outstanding and we are not responsible for reimbursing to you any travel or other costs that you may have incurred. Neither are we responsible for any travel or other costs you may incur if the Program is terminated early with respect to you for any reason.

Late Enrollment: If having enrolled within 60 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 above.

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 arrangements for suitable substitutes where possible or issue a refund of all or part the fees paid in a manner we consider in our sole discretion to be reasonable.

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

Force Majeure: In the event our ability to perform our obligations or duties under this agreement is hindered, delayed or prevented for reasons not within our reasonable control, and which with the exercise of reasonable diligence could not have been avoided, including but not limited to earthquake, fire, flood, storms, landslides, washouts, epidemics, pandemics, catastrophe, or other natural disasters, war, acts of war (whether war is declared or not), acts of terror, insurrection, civil commotions, riots, strikes, lockouts, or other labor disturbances, acts of God, inability to obtain necessary goods or services or reasonable substitutes at normal market costs, change in Law, or other governmental (federal and state) orders or restrictions of governmental (collectively a “force majeure”), we shall not be excused from performance of our obligations or duties under this agreement, but shall merely suspend such performance during the force majeure event. We shall notify you of such circumstances within 30 days after occurrence either orally or in writing. We shall use diligent efforts to avoid or remove such causes of nonperformance as soon as is reasonably



practicable and may require you to make good faith alterations to your selected Program Options. Upon termination of the force majeure, the performance of any suspended obligation or duty shall recommence, and the time for performance shall be extended by a period equal to the duration of the force majeure (see Critical Dates). We shall not be liable to you for any damages arising out of or relating to the suspension or termination of any of our obligations or duties under this agreement by reason of the occurrence of a force majeure.

Program Options

Season and program: Global Explorer Program (summer only); Global Accelerator Program (All Seasons); New Remote Program (All Seasons). One primary and one or multiple secondary selections required.

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

Location: London; Paris; Barcelona; Madrid; Dublin; New York; Boston; Miami; Washington D.C.; Chicago; San Francisco; Los Angeles; Toronto; Santiago; Medellin; Melbourne; Shanghai; Bangkok; Hong Kong; Tokyo. One primary and one or multiple secondary selections required.

Career Field (Industry and/or Job Function): 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 an Industry or Job Function category to a placement is made at our sole determination.

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 organizations. 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 authorize 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 victimize or harass them, on the grounds of: race or racial group (including color, 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.

Host Company Gifts

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 any applicable Sales Tax or Value Added Tax (VAT). We will provide a receipted tax invoice on payment of all fees due upon request.



Law

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