



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 (“terms”) as governing your relationship with City Internships (“we”, “us”, “our”). In these Terms of Service, “Program” means the period commencing and concluding with your internship placement and, where applicable, accompanying program curriculum and schedule of events. A “Host Company” means the organization with which you are placed as an intern during a Program.

Program Fees & Dates

Enrollment Fees: The Enrollment Fee is \$250 USD for all programs. It is payable as a condition of enrollment and, except as set out in the Placement Guarantee, is non-refundable.

Please also note the “Late Enrollment” conditions set out in the Cancellation and Refunds section below.

Program Tuition Fees: The fee for the Global Accelerator Program is \$5,950 USD. The fee for the Global Explorer Program is \$6,250 USD. The fee for the New Remote Program is \$5,250 USD.

Please note the conditions set out in the Payment of Fees section below.

Accommodation Package Fees: The Accommodation Package Fee is, applicable for the Global Accelerator Program only, \$3,850 USD. The full balance of the Accommodation Package Fee is payable no later than 45 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 only. Please note the “Accommodation” conditions set out below.

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

Critical Dates



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

Non-summer programs: Global Explorer Programs and New Remote Programs commence on a rolling basis.

Placement Deadline: For the Global Accelerator Program, the Placement Deadline is 14 days prior to the scheduled commencement of your selected Program. For all other programs, the Placement Deadline is equal to the last day of the month of your desired placement start date, as determined during your Career Consultation, which must not fall within 60 days of your Career Consultation. If multiple program options are selected, the latest applicable commencement date will apply. Please note the “Co-operation” and “Force Majeure” conditions set out below.

Program Options

Program types & seasons: Global Accelerator Program (in-person and cohort-based, summer only, limited locations); Global Explorer Program (in-person, year-round, multiple locations); New Remote Program (remote, year-round, multiple).

Locations: London; Paris; Barcelona; Madrid; Zurich; Florence; Rome; New York; Boston; Miami; Washington D.C.; Chicago; San Francisco; Los Angeles; San Diego; Buenos Aires; Sydney; Hong Kong.

Career fields (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. The attribution of an Industry or Job Function category to a placement is made at our sole determination.

Payment plans: Pay Now; Pay Later; ISA. See Payment of Fees section for further details.

Please note that you may not be eligible for all options and availability of options may be subject to alteration without notice.

Application, Enrollment & Placement Processes



Application process: Following submission of your application form, we will determine in our sole discretion if you are suitable for a Program and we will invite you to enroll accordingly. You will be provided a limited time to accept (or decline) your invitation to enroll.

Enrollment process: Following submission of your enrollment and registration forms, we will invite you to complete a Program Consultation. During the Program Consultation, you will be required to select one Program Type, Program Season, and Payment Plan option. You will also be required to select one primary and one or more secondary options with respect to Program Location and Career Field. You will be provided a limited time to schedule and attend your Program Consultation. Please note the “Program Options” section below.

Placement process: Following completion of your Program Consultation and receipt of your Program Fee or first installment payment of the Program Fee or executed Income Share Agreement, where you have selected the Pay Now or 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 matching process will commence following the completion of your Career Consultation. During the placement matching process, you will have the opportunity to meet (virtually) with one or more prospective Host Companies before accepting any placement offers. You will be provided a limited time to accept (or decline) placement offers.

Please note the “Co-operation” conditions set out in the Your Responsibilities, Consents & Acknowledgements section below.

Our Responsibilities

Placement guarantee: We will match you with an internship placement with a Host Company in your primary or secondary Program Location and primary or secondary Placement Field, each to be determined in your Program Consultation, on or before the Placement Deadline. Though we may consider and attempt to meet any other preferences that you may express during your Program Consultation or any time thereafter we are not obliged to do so.

In the unlikely event that we were not able to match you with an internship placement with a Host Company in your primary or secondary Program Location and primary or secondary Placement Field on or before 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 a Program and receive a refund of all fees paid as set out in the Cancellation and Refunds section below.



Please note the “Co-operation” conditions set out in the Your Responsibilities, Consents & Acknowledgements section below.

Program curriculum & events: Where practicable we will provide a complementary curriculum of study and calendar of social and cultural events. The content and delivery of which (if any) will differ according to the Program options selected and may be subject to alteration or cancellation without notice.

Accommodation: The following conditions apply to participants selecting the optional Accommodation Package only. We will provide you with accommodation for a single person in facilities designed and suitable for adult student groups. You acknowledge that accommodation and catering provisions (if any), which will be in the form of self-catered cooking facilities unless otherwise stated, will vary according to the Program options selected. 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.

Compensation & Employment: During or following the Program, your Host Company may wish to provide you with compensation (including but not limited to, expense allowance, wage, salary or other monetary or non-monetary benefits). You acknowledge that we do not guarantee the provision of any such compensation and that if any such provision is furnished it is done so at the sole discretion of your Host Company. You acknowledge that acceptance of any such some forms of compensation may be subject to local prevailing employment and/or taxation laws and that you are solely responsible for adhering to these. During or following 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.

Student Aid: The provision of any Student Aid is at our sole discretion and is not guaranteed at any time. Your Student Aid contribution may be calculated and at the time of enrollment and may be deducted from the balance of your final Program Fees or provided to you via check during your Program (subject to all balances due having been settled). Student Aid awards may in full or in part be based on your “Household income”. For the purposes of calculating your CI Student Aid, your household income is defined as both your own and your Provider’s income combined in the most complete calendar year. Where your “Provider” includes, but is not limited to, your parents and/or legal guardians. Student Aid is available only to those who participate in a program and cannot be credited towards any other payments.



Please note Student Aid awards for Remote Program participants reduced by half the standard amount for each household income category.

Please note also the “Student Aid” conditions set out in the Your Responsibilities, Consents & Acknowledgements section below.

“Strong Starts”: The provision of any Tuition Fee Rebates as part of our Strong Starts initiative is at our sole discretion and is not guaranteed at any time. All such rebates are subject to you providing proof of employment within 100 days of commencing employment and completing no less than six months of employment and your employer settling any recruitment fees with us.

Your Responsibilities, Consents & Acknowledgements

Applying: By applying you undertake that all information that you provide to us in your application is truthful and accurate. All applications must be submitted electronically via www.city-internships.com/apply/.

You acknowledge that our electronic application form employs a compulsory clickwrap agreement, in which your application cannot be submitted without you first denoting your agreement to be bound by these Terms of Service by actively clicking an unchecked check box.

You acknowledge and consent to us collecting information about you (including electronic information that may be used to help identify you including but not limited to your IP address and the electronic device(s) you used to apply) and that this information may be used to help identify, prevent, and report fraud.

Enrolling: By enrolling you undertake that all information that you provide to us in your Enrollment form (and Registration form) is truthful and accurate. All enrollments must be submitted electronically via your personalized enrollment form or via www.city-internships.com/enroll/.

You acknowledge and consent to us collecting information about you (including electronic information that may be used to help identify you including but not limited to your IP address and the electronic device(s) you used to enroll) and that this information may be used to help identify, prevent, and report fraud.

By enrolling you consent to us beginning work to begin preparing for your participation in a Program (including but not limited to reviewing all information you provide to us, instructing third-party reference checking agencies to verify any information that you



provide to us, and reviewing your suitability to all Programs Options have expressed an interest in your application in preparation for your Program Consultation) immediately following your submission of your enrollment form and thus you acknowledge that we may incur irrevocable costs (including both internal and third party service provider costs). Therefore:

You acknowledge that you will forfeit any entitlement to a refund of Enrollment Fees and Program Fees (or part thereof) paid if you cancel your participation for any reason before your Career Consultation.

Please note the “Cancellation by you” conditions set out in the Cancellation and Refunds section below.

Placement offers: By accepting a placement offer you consent to us beginning work to finalize your participation in a Program immediately following your acceptance of an internship offer verbally or in writing 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 curricula and events and, where applicable, your Accommodation Package) immediately following your acceptance of an internship offer. Therefore:

You acknowledge 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.

Co-operation: You acknowledge that any action that may detriment our ability to match you with a Host Company and/or prepare for your attendance of a Program (including, but not limited to, failure to respond to communications in a timely manner, failure to schedule appointments in a timely manner, failure to attend scheduled appointments, rejection of interview requests or placement offers matching your Program Option selections, failure to satisfy travel requirements in a timely manner, failure to pay fees in a timely manner or otherwise impeding or delaying any pre-program processes without reasonable cause) may in our sole discretion be treated as lack of co-operation and nullify any entitlement to a refund of any fees paid as set out in the Cancellation and Refunds section below.

Travel to and from a Program: All travel, travel requirements (including but not limited to travel documents, visas, and immunizations) that you must meet to prepare for, travel to and from, and participate in a Program and their associated costs are your responsibility. You are advised to arrange and maintain suitable insurance policies (e.g. travel and health) during the course of a Program.



Suitable behavior during a Program: You agree that you will behave in a suitable manner towards Host Companies, their staff, other Participants and our staff during and in preparation for a Program. You must observe all the lawful directions of the Host Company including, without limitation, health and safety regulations, including 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.

Student Aid: 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. Please note the “Late/Non Payments” conditions set out in the Payment of Fees section below.

Payment of Fees

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 available 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 offer or no later than 60 days prior to the scheduled start of your Program, whichever is sooner. A 12.5 per cent surcharge applies to the Pay Later plan.

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.



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 fee 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

Alternative payment plans may be available on request.



“Friendly Fraud”: You acknowledge that any fraudulent credit or debit card chargeback claims will be reported to law enforcement authorities with whom we may share information about you including but not limited to information collected via our electronic application forms and/or enrollment (including names, addresses, IP addresses, and electronic device information) and copies of any electronic communications between you and us. You acknowledge that we may also levy charges of up to \$500 USD per instance to cover damages incurred (including but limited to chargeback fees levied against us, administration costs associated with handling fraudulent chargebacks borne by us, and other commercial damages) against you. In such circumstances, you will be provided with an invoice to settle within 30 days. Please note the “Late/Non Payments” conditions set out below.

Late/Non-payments: You acknowledge that any delinquent payments and third-party legal and/or debt collection costs (including but not limited to Enrollment fees, Program fees, Accommodation Package fees, “Friendly Fraud” charges, and legal and debt collection costs due) will attract interest charges at the rate of 8% above the prevailing London Interbank Offered Rate (LIBOR) and that interest shall accrue daily from the due date until the settlement of any overdue amount. You agree to pay all interest, legal and debt collection costs associated with the recovery of late/non-payments.

Cancellations & Refunds

Cancellation by you: Our cancellation and refunds policy is designed to fully protect you from financial risk in circumstances where, despite your good faith, commitment to- and full co-operation during the enrollment and placement processes, we have not been able to place you in a Program matching your Program Options. In which case, we commit to protecting you by assuming all the financial risk via our Placement guarantee. Therefore:

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, you will be eligible to defer your participation in a CI program to a later date or claim a full refund of all fees paid to us.

Naturally, our cancellation and refunds policy must also protect us from financial risk in circumstances where you choose to engage our services by enrolling, and thus cause us to commit finite resources and incur costs on your behalf, and subsequently cancel your participation for reasons outside of our control. Therefore:



If you wish to cancel your participation at any time **after enrolling and before paying your Program Fee or first installment payment of the Program Fee or executed Income Share Agreement**, you will forfeit all Enrollment Fees paid and not be entitled to any refund. And;

If you wish to cancel your participation at any time **after paying your Program Fee or first installment payment of the Program Fee or executed Income Share Agreement before the Placement Deadline**, you will forfeit all Enrollment Fees and Program Fees paid and not be entitled to any refund. And;

If you wish to cancel your participation at any time **after you have accepted an internship offer** verbally or in writing, you will forfeit your Enrollment Fees and Program Fees paid and, for the avoidance of doubt, if you selected the Pay Later payment plan option you shall remain liable for the full balance of any Program Fees due. Please note the “Late or non-payments” conditions set out in the Payment of Fees section above.

In instances where your early cancellation is caused by extenuating circumstances we may in our sole discretion seek to provide an alternate, modified or deferred Program.

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 or first installment of the Program Fee (or equivalent). Your eligibility for a refund of the remainder of the Program Fee is as set out above.

Cancellation & refunds procedure: All cancellations by you and requests 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 during a program” and “Co-operation” conditions set out in the Your Responsibilities, Consents & Acknowledgements section 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.

Non-attendance/Late Arrival/Early Termination: Whatever the reasons, if you are late in arriving for a Program or 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.

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.

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. Unless we can reasonably expect you to be aware of any such event(s), we shall notify you orally or in writing as soon as is reasonably practicable. 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 (including but not limited to changing Program type and/or season and/or location and/or consuming all or part of a program remotely). 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. 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.

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.

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.

No Amendments

No amendment, alteration or modification of any of the provisions of these terms shall be effective unless made in writing and signed by both parties.

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.