



## 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”). In these Terms of Service, “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.

Service fees are as follows:

**Enrollment Fees:** The Enrollment Fee is \$250 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 fee for the Global Explorer Program (summer only) is \$5,950 USD. The fee for the Global Accelerator Program (all seasons) is \$6,250 USD. Please note the conditions set out in the Payment of Fees section below.

**Accommodation Package Fees:** The 8-week Accommodation Package Fee is \$3,850 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 are as follows:

**Summer Program Dates:** Global Explorer Program dates vary by season and location. Visit [www.city-internships.com/how-it-works/#fees-and-dates](http://www.city-internships.com/how-it-works/#fees-and-dates) for dates by season and location.

**Fall, Winter & Spring Program Dates:** Global Accelerator 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. Non-domestic 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 matching 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 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 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 out-of-pocket expenses (such as daily lunch or travel costs incurred) and/or compensation. The provision of any 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 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 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. 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 (e.g. Global Explorer Program), a Program Season (e.g. summer 2019), and Payment Plan (e.g. Pay Now). 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 full payment of the Program Fee or first installment payment of the Program Fee, where you have selected the Pay Now or Pay Later 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 and Student Aid**

**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.

**Student Aid:** Your Student Aid contribution is calculated at the time of Enrollment. Student Aid is either deducted from your final Program fee payment, or provided to you via check on the first day of your chosen program (subject to all balances due having been settled). Student Aid cannot be credited towards any other payment, including a CI Enrollment fee or a First Installment of a program fee.

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).

If you are 28 years old or under, your household income will be defined as both your own and your provider's income. Your provider may be, but is not limited to, your parents, guardian or host.

**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. 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 30 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. We may at our sole discretion make a custom installment plan available if requested by you prior to Enrollment. All Enrollment Fees may be made electronically via debit or credit card via the First Installment Form. Program Fee payments may be made via check or wire transfer with no handling. Alternatively, Program Fee payments may be made via debit or credit card subject to a 4.75 per cent handling fee.

**Your consents and acknowledgements:** You consent to us beginning work to finalize 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 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, the Participant shall pay interest on the overdue amount at the rate of 12.5% above the prevailing London Interbank Offered Rate. Interest shall accrue daily 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/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 transfer your participation in a CI program to a later date or claim a full refund of both 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 **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. 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.

**Cancellation & refunds procedure:** All cancellations by you and any request for refund must be submitted electronically via [www.city-internships.com/cancellations/](http://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.

**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.

**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 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 above.

### **Program Options**

**Season and program:** Global Explorer Program (summer only); Global Accelerator Program (All Seasons). One selection required.

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

**Location:** 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. 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 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](mailto: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.

## **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 of Service 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 of Service.