



The Linguaviva Centre Ltd.



Terms & Conditions

Work Experience Programmes

Eligibility

1. The Linguaviva Centre work placement programmes are available to participants from 18 years or over.
2. Participants are required to have an intermediate level of English.
3. It is the responsibility of the participant to obtain the appropriate visa for this Programme.
4. All placements must undergo a minimum of a 1 week full time language programme with The Linguaviva Centre prior to commencing the work placement.

Insurance

All participants must possess appropriate insurance that covers any medical, health and repatriation needs, plus their personal possessions. The Linguaviva Centre are not responsible for the organisation or payment of such insurance costs. The participant should declare all relevant health issues and any specialised medication required.

Documentation

1. Letter of application and Curriculum Vitae should be submitted to The Linguaviva Centre at least 6 weeks prior to the commencement of the participant's work placement.
2. Information on what type of work placement the participant requires should be provided to The Linguaviva Centre. Each participant will be required to give three alternative work placements. Taking into account the participant's education, training, interests, past experience, future career path and length of programme, placements will be proposed accordingly.

Programme

1. Minimum length of an Internship is 4 weeks.
2. Applications are accepted subject to the participant's suitability for the positions available.
3. The Linguaviva Centre will endeavour to supply full details of each placement, including the name and address of the employer to the participant approximately 21 days prior to the participant's arrival.
4. Most companies will want to interview the participant by telephone or face to face before offering the participant a work placement.
5. Participants must be aware that the actual hours they work will be determined by the company in which they work and The Linguaviva Centre have no control over this aspect of the Programme.
6. In order to facilitate the most appropriate placement the participant should note that travelling times to work experience location may vary.
7. The Linguaviva Centre will endeavour to find the participant a work placement starting on the date the participant has requested. However The Linguaviva Centre reserve the right to offer the participant a placement starting up to 14 days after the participant's requested start date.
8. A work placement is an unsalaried post. A host company may offer to pay certain expenses such as travel, but they are under no obligation to do so.
9. If a company does not provide the experience they promised, The Linguaviva Centre will try to resolve the problem, provided that the participant informs us immediately after starting his/her placement. If the fault lies with the company and we cannot find a solution, we shall find another placement for the student.

45 Lower Leeson Street, Dublin 2, Ireland

Tel: +353-1-6789394 or 6612106 Fax: +353-1-6765687 Email: enquiries@linguaviva.com

www.linguaviva.com



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10. The Linguaviva Centre will make every effort to ensure that employers do not cancel or terminate a placement except in the case of serious unsuitability of the participant.
11. The participant will not be permitted to refuse or change a placement except when The Linguaviva Centre considers that the participant has a valid complaint.
12. The Linguaviva Centre is not responsible for any participant who leaves their placement without prior consultation.
13. If a participant's internship is terminated by the participant's employer, with justification, The Linguaviva Centre will not be responsible for finding another placement for the participant.

Fees

1. The fee for all placements is €475 NET.
2. Once The Linguaviva Centre finds the participant a work placement full payment for the participant's course is due.
3. Where payment is not received by The Linguaviva Centre within the agreed time limits, a late payment administration charge of €50 will be charged plus interest of 10% on the total agreed fees and charges.
4. Insurance must also be added to cover injury, property damage or financial loss for the student in the workplace. The cost of insurance is €10 per month.

Cancellation Policy:

- All requests for cancelling a work placement programme must be sent in writing.
- There is no refund for a cancellation made within 21 days of the commencement of the course or if a student fails to complete the programme.
- 50% refund will be made where notice is given more than 21 days prior to arrival. Where host family accommodation has been booked, an additional €100 will not be refunded in order to compensate families.
- In the event that a participant chooses to leave the programme early without a justified reason no fees will be refunded.

The Linguaviva Centre reserves the right to alter the prices, terms and conditions at any time, adjusting to external factors affecting The Linguaviva Centre such as changes in currency rates, new legislation etc. Any changes to fees will be notified in writing at least 1 month in advance.

I have read and accept the above terms and conditions.

Name in Block: _____

Company: _____

Signed: _____

Date: _____

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