

IMPORTANT: THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THOROUGHLY. ADD YOUR INITIALS AT THE BOTTOM OF EACH PAGE WHERE REQUESTED AND SIGN YOUR NAME AT THE END OF THE AGREEMENT.

If you have any questions, please ask your Alliance Abroad Group (AAG) representative or your local agency before you sign these Terms & Conditions. Voluntary or willful ignorance of the content of this document will not release you from your responsibilities.

Program Purpose

The J-1 Teacher Exchange Program promotes the interchange of U.S. and foreign teachers and enhanced mutual understanding between the people of the United States and other countries. Exchange teachers sharpen their professional skills and participate in cross-cultural activities in schools and communities, and they return home after the exchange to share their experiences and increased knowledge of the United States and the U.S. educational system. Such exchanges enable foreign teachers to understand better U.S. culture, society and teaching practices at the primary and secondary levels in accredited schools, and enhance U.S. students' knowledge of foreign cultures, customs and teaching approaches.

Sponsor Relationship

Alliance Abroad Group is a J-1 sponsor designated by the U.S. Department of State for the Teacher Program. We work either closely with your overseas agency, our partner, or with you directly in determining eligibility and appropriateness of the teacher program and work closely with your Host School for program oversight. As the program sponsor, AAG will have ultimate authority in making determinations regarding program violations and potential cancellations or terminations from the program.

Eligibility

I affirm that I either:

- Meet the qualifications for teaching at the primary, including prekindergarten, or secondary levels in schools in my home country; am working as a teacher in my home country at the time of application; and have at least two years of full-time teaching experience; OR
- I am not working as a teacher in my home country at the time of application, but otherwise meet the qualifications for teaching at the primary (including pre-kindergarten) or secondary levels in schools in my home country; have had at least two years of full-time teaching experience within the past eight years; and, within 12 months of my application submission date for the program, I have or will have completed an advanced degree (beyond a degree equivalent to a U.S. bachelor's degree) in education or in an academic subject matter that I intend to teach or that is directly related to my teaching subject field; and
- I possess, at a minimum, a degree equivalent to a U.S. bachelor's degree in either education or the academic subject field in which I intend to teach;
- I satisfy the teaching eligibility standards of the U.S. state in which I will teach, to include any required criminal background or other checks;
- I am of good reputation and character;
- Prior to signing any contract with the host school, I have received a written offer letter, which includes the following information:
 - Name, location, and brief description of the host school;
 - The terms and conditions of compensation (with deductions from gross salary);
 - The terms & conditions of employment including state certification or licensure requirements, applicable background check and finger printing policy, any applicable medical examinations or immunizations, and any possibly delays in starting work.
- Any provisions affecting the ability of the exchange teacher to be accompanied abroad by a spouse or dependents (including any related assistance and allowances);

- A summary of the significant components of the program (including a statement of the teaching requirements and related professional obligations, as well as the required cross-cultural activity component)
 - Specific information on the fees and costs for which the exchange teacher will be responsible while on exchange in that school district, including certification or licensure costs; administrative fees; and any placement fees.
 - Anticipated housing options and cost implications;
 - Specific local transportation options between the exchange teacher's residence and the host school and transportation cost estimates;
 - Insurance costs for accident or illness coverage
 - Estimated personal expense money for initial costs the exchange teacher may incur upon arrival in the United States prior to receiving his or her first paycheck;

I understand that J-1 exchange teachers may be approved to participate in the Exchange Visitor Program for the length of time necessary to complete the program, which may not exceed three years unless a specific extension of one or two years is authorized by the Department of State.

If I have successfully completed a J-1 teacher exchange program in the past, I have resided outside the United States for at least two years following the completion of my most recent teacher exchange program and continue to meet the eligibility requirements;

I speak and understand English at an intermediate or higher level in order to succeed during my program. This will be determined by an in-person or Skype interview by my sponsor.

I agree to complete, within the United States, and during each academic year of program participation, at least one cross-cultural activity from each of the two categories below (a total of two documented activities per year):

- An activity for my classroom, larger host school or host school district population, or the community at large designed to give an overview of the history, traditions, heritage, culture, economy, educational system and/ or other attributes of my home country. Sponsors of exchange teachers placed at international schools must require their exchange teachers to conduct at least one cross-cultural activity per academic year outside the host school in nearby schools or communities where international opportunities may be more limited than those found in their host school; and
- An activity that involves U.S. student dialogue with schools or students in another country, preferably in my home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange.

I understand I am required to submit an annual report to AAG which includes the following information:

- I. The date(s) of each activity;
- II. The location of each activity;
- III. The audience for and participants in each activity;
- IV. A general overview of each activity, including the topic; and
- V. The estimated impact of each activity. AAG will provide a template for this report.

General Agreements

I agree not to start my Teacher Program prior to the start date on my DS-2019 form or work beyond the end date on my DS-2019 form. Per AAG policy, all Teacher Programs end on June 30th, unless an extension or renewal has been processed and approved.

I understand that I must return home within 30 days after the end date on my DS-2019 form (on the final year of participation) and I may not work during that period.

I will do my best to complete the Teacher Program successfully and to take the necessary steps to keep my program in good standing with AAG. I understand that if I

do not comply with my program rules and regulations, AAG will not allow me to continue to participate and may end or terminate my program. If that occurs, I understand that I must return home immediately at my own expense.

I agree to participate in my exchange visitor program at the accredited primary or secondary schools listed on my Form DS-2019 or at location(s) where the institutions are involved in official school activities (e.g., school field trips, teacher development programs). By accepting a position, I am making a commitment to my Host School. If I leave before my commitment has ended without written permission from the Host School and from AAG, I put my status at risk and may not be allowed to continue my program.

I understand that although AAG will provide me with support, orientation, program monitoring and evaluation, I am primarily responsible for the success of my program.

I will cooperate fully with those supervising the program on behalf of and in correspondence with AAG and agree to abide by all reasonable instructions that I may be given. If I do not do so, I understand that I may not be allowed to continue my program.

I understand that all AAG Teacher Program participants are responsible for submitting a required annual report detailing their cultural activities, as specified above. Participants must submit one report per year of program participation, and must submit the final annual report before departing the U.S.

I will obey all U.S. federal, state and local laws. If I break the law, I understand that AAG has no legal authority to intervene and that I may be terminated from my program.

I have no preexisting or known medical or psychological condition, which will prevent me from fully participating in the Teacher Program I hereby agree to. This includes allergies or injuries. If I cannot complete my teacher program due to a preexisting condition, I will be required to return home immediately. I will comply with all medical vaccination and immunization requirements prior to my arrival in the U.S.

Prior to arrival in the U.S., I will confirm my temporary living address with AAG.

I understand that I may not participate in another teaching position placement or job/employment during my program, nor begin working at any placement, which is not verified or approved by AAG, and that doing so may result in program cancellation or termination.

I understand that, per Department of State J-1 Regulations, I may not teach at the pre-kindergarten level unless it is in a language immersion program offered as a regular course of study by an accredited primary school.

I understand that AAG is the sponsor of my visa and is here to support me throughout my program. If I am having any issue with my program that is affecting my health, safety, or welfare, I will contact my AAG Outreach Coordinator or AAG's Emergency Line (1.866.666.7623) immediately. I can also reach AAG via email at supportinfo@allianceabroad.com.

I understand that all photos or testimonials provided to AAG during my participation in the program become the property of AAG and can be used by AAG for promotional or other business purposes unless I expressly, previously decline and provide prior written notification. AAG may disclose a participant's information to third parties for marketing or other business purposes.

I understand that AAG sends program updates, evaluations and other important messages through the email address that I have provided in my application. I agree to check my email regularly and respond to AAG within 48 hours or within time requested. If I have a cell phone number in the U.S., I must provide AAG with this information promptly.

I have read and agree to all sections of terms on page 1. Initial here:

I understand that I am required to complete a Monthly Check-In each month of my program (including summer break months) Monthly Check in is a Department of State and AAG requirement and is due before the 20th day of each month. The Monthly Check-In can be found here: <https://participants.allianceabroad.com/during-your-program/mandatory-program-requirements/monthly-check-teacher/>

I understand that failure to complete Monthly Check-In may result in my inability to continue my J1 program.

I understand that I am required to notify AAG within 10 days of any change in my current U.S. address, telephone number, email address, and/or primary site of activity. Failure to do so may result in program cancellation or termination.

I understand that if my school district assigns me to another location within the district, it is my responsibility to notify Alliance Abroad of my new work location within 3 days. I can notify Alliance Abroad by emailing my assigned Outreach Coordinator or supportinfo@allianceabroad.com. Failure to report a change in site of activity may result in termination of my program.

I understand that should new safety measures and precautions be put in place worldwide due to global pandemic, I will abide by all local, state and host company-specific health related directives, as well as recommended directives as advised by my Sponsor.

Visa Status Change

I will not accept and apply for a visa status change during my program in the U.S. My program is a cultural exchange program and I must return home upon completion of my program.

I understand that a change in visa Status that keeps me in the U.S. beyond the end of my cultural exchange program does not align with the purpose of the J-1 cultural exchange visa, and violates program rules.

I understand that if I pursue, seek, or apply for a change in visa status during my J-1 cultural exchange program, my program will be immediately terminated or shortened in SEVIS. On the date that my program is terminated or shortened, I am no longer eligible to work on the J-1 program and I must immediately depart the U.S.

I understand that if my program is terminated or shortened in SEVIS, due to a change of status, I will not be eligible for a refund on any of the fees paid to Alliance Abroad, including my renewal fee.

I understand that my host school or any other entity should not encourage or support a change in my visa status, and any such attempts should immediately be reported to AAG.

Application and Visa Process

I understand that I should submit a complete application and full payment prior to the date I plan to arrive in the U.S. to begin my program. The process length may vary, but for applications and/or payments submitted late, AAG will not be held responsible for any delay in the visa process or cancellation of the teacher program position.

I agree that all of the information provided in my application is true to the best of my knowledge and acknowledge that any false or misleading information may lead to immediate dismissal from the program. A cancellation fee will apply.

I have a valid passport that will not expire within the first six months after the start of my program.

I understand my DS-2019 Form is NOT a visa, but is required for my ability to participate in the program in the U.S. I understand that I must take the DS-2019 Form and other required documents to the U.S. Embassy or Consulate to apply for a J-1 visa in my home country.

I understand that I cannot participate in the Teacher Program without a valid J-1 visa in my passport.

I am responsible for my DS-2019 form and for the cost of replacing a lost or damaged form (\$100 but subject to change). I will notify my home agency or AAG

immediately if a replacement DS-2019 form is needed. Once I arrive in the U.S. AAG cannot amend the program dates as listed on the DS-2019 form for any reason, and it is my responsibility to check prior to travel that the dates and all information are correct.

If I need to leave the U.S. at any point during my program, prior to my departure I must have the Travel Validation section of my DS-2019 form signed by one of AAC's Alternate Responsible Officers. I understand that any travel during the school year that results in missing school days will require approval from my school principal/supervisor, and along with my DS-2019 form, AAG will require a letter from the principal/supervisor authorizing me to miss school and confirming I still have a position with the school upon return. I will send the DS-2019 form to AAG at least three weeks prior to travel, and provide a prepaid envelope with shipment for return of the DS-2019 form to my U.S. address. I understand that I must retain and protect this document in order to be able to return to my program in the USA, if applicable.

Insurance

I understand that I must have appropriate medical and travel insurance while I participate in the Teacher Exchange Program. Minimum coverage must provide ALL of the following:

- Medical benefits of at least \$100,000 per accident or illness;
- Deductibles not to exceed \$500 per accident or illness

I understand that AAG will provide health insurance coverage for the first 90 days of my program, beginning on the start date on my DS-2019 form. Information on this insurance policy, including coverage, deductibles, and claims process can be found on the AAG website (<https://participants.allianceabroad.com/during-your-program/start-your-program-right/#medical-attention>)

I understand that during the first 90 days, I must call the insurance company for preapproval prior to going to any doctor or hospital and prior to seeking treatment. In an emergency situation, I must call the insurance company within 48 hours after seeking treatment in order to seek payment/repayment for my medical bills. The phone number is 1-877-826-2910.

I understand that my AAG medical insurance does not cover any conditions for which I am currently receiving treatment or which I had prior to the program (preexisting conditions).

I understand that following my first 90 days of employment, I (and my J-2 dependents, if applicable) am required to enroll in a health insurance plan that meets the requirements stated above and provide proof of this insurance to AAG. Teachers are required to enroll in the host school's health insurance plan, or another health insurance plan recommended by AAG if the host school's plan does not meet the minimum requirements. Alliance Abroad Group recommends DIANins Scholar plans for teachers if their school's insurance does not meet the U.S. Department of State requirements: <https://www.dianins.com/scholar-plan>

I understand that failure to maintain continuous insurance coverage that meets above stated U.S. Department of State requirements is in violation of program regulations and may result in the termination of my program.

I understand that I am responsible for paying all medical bills incurred prior to returning to my home country.

I must contact my insurance company prior to seeking treatment. If I fail to do so, my medical claim may be denied, and I will be responsible for all costs. The phone number to call can be found at located at <http://participants.allianceabroad.com/insurance>

Pregnancies

I understand that the primary purpose of this program is to promote cultural exchange experiences through work and life activities in the United States and that a pregnancy may temporarily interrupt a cultural exchange experience since bonding with a new child and providing care and attention may take precedence. As a result, I understand I may not begin a cultural exchange program if I become pregnant, and I must notify Alliance Abroad in advance if I become pregnant

prior to embarking on a cultural exchange program. Alliance Abroad will work with teachers that become pregnant prior to a program to postpone start dates until after the child is born.

If I become pregnant after my program begins, I understand that I must notify Alliance Abroad immediately. Once notified, Alliance Abroad will look at the facts and circumstances of each pregnancy on an individual basis. Among other factors, Alliance Abroad will evaluate whether a pregnant teacher has access to:

- Paid maternity leave at the school and a guaranteed position upon return;
- Access to prenatal or pregnancy care either covered by the school's insurance, or other insurance, since Alliance Abroad's insurance does not cover maternity expenses;
- Financial resources sufficient to pay for the pregnancy, birth, time away from work, and additional expense of a new child; and
- A plan for childcare when returning from maternity leave.

I understand that in some cases, Alliance Abroad may determine it is in my best interest to return home, where my child and I can receive the support and care needed, and I agree to comply with the determination reached by Alliance Abroad.

I understand that having a child born in the US does not exempt me from upholding the spirit and purpose of the J-1 Cultural Exchange program, and I agree that I will return home after the program ends to share my cultural exchange experiences with friends and family from my home country.

I understand that Alliance Abroad will closely monitor my visa status after a pregnancy; if there is any indication of initiating a visa status change, AAG will take steps to shorten or terminate my program, and I would be required to return to my home country immediately at my own expense.

Taxes

I understand that I am required to file a Non-Resident compliant U.S. tax return in accordance with IRS regulations (IRS publication 519) for the first 2 calendar years of my program. If participant is filing taxes via self-preparation tax return services, Alliance Abroad recommends utilizing Sprintax, currently the only compliant self-preparation software for Non Residents. After 2 calendar years, exchange teachers are considered Residents for tax purposes (required to pay Social Security and Medicare taxes) and may utilize other self-preparation software available to U.S. Residents. I understand that throughout the duration of my program, all applicable Federal, State, and Local taxes will be deducted from my paychecks.

Participant Expenses

I affirm that I understand my financial obligations and expenses incurred as a result of participating in this teacher exchange program as outlined in my program disclosure and that such obligations and expenses may include but not be limited to the following:

- Housing Costs;
- Transportation Costs;
- Insurance Costs for myself and my J-2 dependents if applicable;
- Personal expense money for initial costs I may incur upon arrival in the United States prior to receiving my first paycheck;
- Certification or licensure Costs (estimates provided below)

I understand that I am responsible for all of my own travel expenses, including domestic travel in the U.S.

In addition to travel expenses to my final destination in the U.S., I agree to bring a minimum of \$3000 USD and, whenever possible, a valid credit card.

I understand that I may not receive my salary for up to four to six weeks (or longer, depending on pay period) after I have started working. I must bring enough money to cover my expenses (housing and otherwise) until I receive my first paycheck.

I have read and agree to all sections of terms on page 2. Initial here:

I understand that I am required to pay a Program Renewal Fee to AAG each year of my program. Fee amounts are listed in the "Fees, Refunds, and Deposits" section of this document and are subject to increase. This fee is to be paid in April of the year you wish to renew.

I agree to provide proof of my financial resources upon request, which may include but not be limited to copies of bank account statements, pay stubs, deposit slips, or traveler's checks.

Arrival and Orientation

I agree to confirm my travel plans and exact date of arrival to AAG and my Host School at least two weeks before my arrival in the U.S.

I will report my arrival to my Host School within 2 days of arriving in the U.S., unless otherwise approved by the Host School/AAG.

I agree to follow the arrival instructions provided by AAG.

I will call my family and/or emergency contact as soon as I arrive at my final destination in the U.S. and provide them with my contact information.

I will review the orientation and arrival materials provided to me by AAG.

I certify that I have received all of the following information prior to departure from my home country:

- The Department of State's toll-free help line telephone number (1-866-283-9090), the Office of Designation's address, telephone number, facsimile number, Web site and email address, a copy of the Exchange Visitor Program brochure, and a Wilberforce Pamphlet on the Rights and Protections for Temporary Workers.
- AAG's address and the name, email address, and telephone number of the Responsible Officer and Alternate Responsible Officer, as well as AAG's 24/7 Emergency Support Line: 1-866-6ABROAD;
- Information advising me of my obligation to notify my sponsor: (i) Within three calendar days after I arrive in the United States (ii) Within ten calendar days after I initially secure or change residences, if there are any changes to my telephone number, email address, and/or site of activity;
- Information advising me that I may not begin working at initial or replacement position until my sponsor has verified the terms and conditions of such placement and fully vetted my Host School;
- Information explaining the cultural component of the Teacher Program, including guidance on Department of State requirements for cultural exchange and instructions for submitting an annual report on cultural activities to AAG, how to best experience U.S. culture and/or descriptions of cultural opportunities arranged by the sponsor; and
- Information explaining sponsor rules that participants are required to follow while participating in their exchange program. Sponsors may terminate the programs of participants who fail to comply with program requirements including:
 - I. Reporting arrivals;
 - II. Reporting changes of residence;
 - III. Responding to sponsor's monthly outreach/monitoring efforts;
 - IV. Starting work at unverified jobs;
 - V. Failure to settle any open account balances with AAG within allotted deadline after 3 written notifications from AAG
- Information on local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the fullest extent possible.

SEVIS

I understand that I must pay a separate SEVIS fee (subject to change) of \$220 USD to the U.S. Government to cover the cost of the SEVIS tracking system. After my DS-2019 form is issued, this fee is not refundable for any reason, including visa denial.

I understand that the SEVIS fee payment receipt (I-797) must be presented to consular officers during the visa application process.

I understand that I MUST contact AAG within 3 days of my

arrival to the U.S. by calling 1.866.622.7623 or emailing Jteacher@allianceabroad.com in order to report my arrival and current residential address, including apartment or unit numbers if applicable (the physical address where I live in the U.S.) to SEVIS. Failure to do so may result in program cancellation or termination of my program, and may cause delays in processing my social security card.

I understand that I must report any changes to my physical address, telephone number, email address, and/or site of activity to AAG within ten calendar days.

If my program is terminated it may negatively affect future visa requests.

Teacher Program

I understand that this program is designed to enable foreign teachers to understand better U.S. culture, society and teaching practices at accredited primary and secondary schools, and enhance U.S. students' knowledge of foreign cultures, customs and teaching approaches. I understand that as a teacher, in addition to my specific career area of interest within the school, I will also perform a variety of tasks appropriate to my teaching position.

I acknowledge that AAG is primarily a cultural exchange organization and not an employment agency and only facilitates the arrangement for a teaching position between my Host School and me.

I understand that I must comply with my Host School's drug testing policy. I also understand that if the results of the drug test are positive (indicating drug use), the school may not continue my teaching position. If I cannot continue my teaching position as a result of a positive test, my program may be canceled, shortened or terminated, and I will return to my home country within two weeks at my own expense.

I must follow my Host School's handbook guidelines and general rules and policies.

I will not be allowed to continue my program if I break the contract between myself, AAG and my Host School.

If I am fired from my teaching placement for any specific reason concerning my English level, attitude or actions, my program may be canceled, shortened, or terminated, and I must return home within two weeks at my own expense.

It is my responsibility to contact AAG immediately if I am having problems at my teaching placement that may lead to me being fired or breaking my agreement.

I agree to participate to the best of my abilities and communicate with my principal/supervisor if I do not completely understand something.

If I am not able to solve any issues or problems with my principal/supervisor or a Human Resources representative of the Host School, I will contact AAG for assistance.

I agree to respect the customs of the United States and the Host School/organization where I will be a guest teacher.

I understand that if my Host School is not satisfied with my performance and progress, they reserve the right to contact the sponsor, AAG, at any time to cancel or end the teacher program agreement. If AAG determines that the teacher is at fault, my program may be shortened, and I will return home within two weeks at my own expense.

If I accept any additional teaching, training or job with another company other than my current host school while still participating on the teacher program, I understand I am in breach of my contract and may have my program shortened or terminated.

I understand that AAG reserves the sole right to determine if I may change my Host School at any point in the program. I understand that if I make a claim against my Host School, AAG must investigate it before making a decision about allowing me to continue my program or change Host Schools.

I understand that AAG will review any transfer requests on a case-by-case basis and approve only when warranted. A change in the site of activity (host school) for an exchange

teacher must be to another full-time position, not a temporary position lasting a few months. Approval of a change in the site of activity to another school or school district does not preclude an exchange teacher from extending his or her program. Transfers to other sponsor organizations are not permitted.

I understand and agree that I will not teach in any position or engage in activities that could bring shame, notoriety or disrepute to the Exchange Visitor Program.

I understand that placements not secured by AAG must be screened and approved by AAG before starting the program.

I understand that while it may take 4-6 weeks to receive my Social Security card, my Host School will do its best to start my teacher program immediately as long as I have applied for a social security card and met all of the school's requirements to begin teaching including fingerprinting and background checks. Due to the possibility that my paycheck will be delayed during this period, I understand the importance of bringing sufficient funds (AAG recommended amount is \$3,000 and agree to do so. I will contact AAG if I have any problems with applying for Social Security or receiving payment from my Host School.

I understand that no position can be guaranteed and that from time to time, Host Schools may cancel or reduce the number of teachers they can hire, either before or after I leave my home country for a variety of reasons. AAG will make every effort to communicate any changes to me and my home agency as quickly as possible. If my position is canceled, AAG will attempt to find another placement for me as close as possible to my original placement, in terms of type of position, salary, location and conditions, or will allow time for me to secure a new placement on my own or with the help of my home country agency. However, AAG cannot guarantee another placement will be available. AAG also cannot guarantee an equivalent placement, or similar placement in the same region as any canceled or lost placement. AAG will provide assistance with finding my own placement, if that is the option I choose.

AAG is not responsible for loss of wages, location transfer costs or any other transportation or accommodation expenses incurred due to placement cancellation.

If I am a self-arranged participant, with a position arranged by my home country agency, or myself and my placement is canceled, I will be offered support (written materials) to assist with finding a new placement, but I may not be offered an AAG placement.

Renewal Process

I understand that I am required to apply for Program Renewal each year that I wish to continue my program. In addition to the Renewal Application, I must submit to AAG the following:

- Signed Offer Letter for Upcoming School Year (should include salary, position, and site of activity details **If unable to provide this, we will accept a letter on school letterhead confirming intent to offer a contract for the upcoming school year including the date contracts will be ready)
- Signed Participant Terms & Conditions
- Annual Cross Cultural Activity Report
- Signed Insurance Acknowledgment Form
- Proof of continuous insurance coverage for myself and my dependents (if applicable)
- Confirmation of Current Address in the U.S.
- Certification Status that enables you to continue teaching at your Host School

I understand that my host school must provide the following to AAG:

- Signed Host School Terms & Conditions (if applicable)
- Proof of Accreditation

I have read and agree to all sections of terms on page 3. Initial here:

I understand that I am required to satisfy the minimum state certification requirements in order to renew my program. In the event that I am not on track or if I am at risk of not meeting these requirements by the time of renewal each year, this may result in my program being canceled, shortened, or terminated. Alternatively, AAG may consider a transfer to another school or state with different minimum certification requirements that the teacher can satisfy. However, AAG cannot guarantee such a position will be available. Any travel costs associated with transferring to a new school and/or state are the sole responsibility of the teacher. In the event teacher cannot satisfy the school's minimum certification requirements as set forth by the state, **teaching as an aide or substitute is not allowed.**

I understand that I need to help ensure AAG receives the required documents from my host school. Failure of host school to submit required documents may result in teacher needing to transfer schools.

I understand that I am required to pay a Program Renewal Fee to AAG each year of my program. Fee amounts are listed in the "Fees, Refunds, and Deposits" section of this document. This fee is to be paid in April of the year you wish to renew.

I understand that if the Program Renewal Fee is paid but documents are not provided, my program may be at risk for an early end and no refund of renewal fee will be provided. In addition, if all paperwork is received but payment is not submitted, my program may be at risk for an early end.

J-2 Application

I understand that if I am being accompanied by dependents on a J-2 visa, I must purchase insurance coverage through AAG for each dependent for an additional fee for the first 90 days and enroll them in my host school policy and/or a supplemental policy meeting DOS requirements as listed just below, as soon as they are eligible.

- Medical benefits of at least \$100,000 per accident or illness;
- Deductibles not to exceed \$500 per accident or illness.

I understand that J-2 applicants are dependents of a J-1 visa holder. Spouses and unmarried children under the age of 21 are considered dependents.

I understand that in order to qualify to be accompanied by J-2 dependents, I must demonstrate that I have sufficient finances to support the J-2 dependent(s) throughout the duration of my program and will not become a public charge while in the U.S. AAG carefully reviews each J-2 application to determine eligibility. Important considerations include teacher's annual salary, local cost of living (including housing, cost of childcare and age of children), other proof of financial support, and the certification and licensure process in my school district. In some cases, I understand it may be recommended that the J-1 teacher arrive first and settle in before bringing J-2 children to the US.

I understand that J-2 visa holders are allowed to stay in the U.S. as long as the J-1 teacher is participating in the program. I understand I am required to report the arrival and departure of any J-2 dependents to my sponsor within 10 days of their arrival or departure.

I understand that if my J-2 dependents are joining me in the U.S. and I have purchased 90 days of insurance coverage for them through AAG, I must notify Alliance Abroad at least 2 weeks ahead of time of my J-2 dependents' arrival date in the USA. I understand that insurance coverage for my J-2 dependents will start on their arrival date. Failure to notify Alliance Abroad at least 2 weeks prior to my J-2 dependent's arrival in the US will result in them not having insurance coverage and will force Alliance Abroad to terminate my SEVIS record and that of my J-2 dependents'. If my and my J-2 dependents' SEVIS records are terminated, I understand that my dependent(s) and I will be required to depart the U.S. within 2 weeks.

Fees Refunds and Deposits

Program Fee Disclosure

I have paid the following fee for participation in the J-1 Teacher Exchange program to my home country agency:

(Please list amount in USD and local currency.)

I understand that this program fee includes the fees for services for Alliance Abroad Group as my program sponsor, including but not limited to the processing of my DS-2019, visa sponsorship, 24 hour support while in the U.S., orientation, medical coverage for 90 days (if new

participant) or host school vetting and documentation, etc. I understand the \$220 SEVIS fee is non-refundable.

I understand that the Alliance Abroad program fee does not include Foreign Credential Evaluation fees and any fees related to the certification process as required by the state in which I will work. Approximate fees are listed below.

- Foreign Credential Evaluation (due prior to DS-2019 issuance): \$200-400
- TOEFL-IBT for Texas Positions (due prior to DS-2019 Issuance): \$200-400
- Fingerprinting (due post-arrival once SSN is received): \$50-100
- Registration with State Certifying Entity (due either prior to or post arrival): \$200-300
- State Certification Tests (after all credentials and documents have been evaluated by the State Certifying Entity): In some states at least 2 tests are required, but there may be additional tests needed. If a passing score is not achieved, teachers may re-take tests but the test fee will need to be paid each time)
- Alternative Certification Process (after all documents have been evaluated by State Certifying Entity): In some cases, after credentials and documents have been evaluated by the state certifying entity, the entity may determine additional education and/or subject matter courses including teaching practicum/internship may be required for certification. The cost for this varies widely per state and the amount of additional coursework needed. An estimated cost for this could be on average several thousands of dollars.

*Note that above costs are all estimates and could be lower or higher depending on evaluation agency/country/state/school. AAG has provided to the best of our ability accurate estimations and shall not be held responsible if costs vary significantly from those listed above. AAG is not responsible for covering any of the above estimated costs.

Refunds after Arrival in the United States

There are generally no refunds of any fees made to exchange teachers upon arrival in the United States. Any exception will be reviewed on a case-by-case basis. AAG suggests that participants purchase trip interruption insurance for extra coverage if desired.

Refunds prior to Arrival in the United States

If you or your agency notify AAG of the cancellation or visa denial 30 days or more before the program start date on the DS-2019 form (if issued), a refund will be issued according to our agreement with you or your agency. The cancellation fee amount depends on the reason for cancellation and the return of the original DS-2019 form, ranging from \$200 - \$400 USD.

Program Renewal Fee

Annual Program Renewal may be subject to a 5%-10% increase each year with the final price to be determined in January (due in April of each year if you wish to renew)

- Same school: \$1000 USD
- Different school: \$1500 USD**

**Transfer request to a new school must be reviewed and approved by AAG and will likely not be approved during the school year without special permission.

Additional Fees

- Transfer during the scholar year: (*only special circumstances as transfers should be minimal) \$500 USD
- DS-2019 Re-Issuance Fee: \$100 USD
- Travel Validation Shipping Fee (if pre-paid envelope is NOT included): \$30 USD
- Expedited Shipping/Processing Fee: \$50 USD**

**AAG may charge a fee of up to \$50 per application for special requests for expedited processing or shipping, particularly for international shipments of less than five DS-2019 forms

Additional Shipping Fee: \$30 USD**

**All DS forms are shipped to Partner. In the event there is a need to ship directly to participant, an additional fee of \$30 per DS form will be invoiced to Partner or Teacher

- J-2 Visa Administration Fee: \$500 USD**

**Price is per J-2 applicant. Does not include insurance required for duration of program. J-2 visa administration fees are nonrefundable

- J-2 Dependent Insurance Costs:
 - Age Range: Newborn-55 years of age Total Cost: \$90/month**
- **J-2 dependents over age 55 must have insurance coverage through the host school or through a separate policy that meets the regulations outlined by the U.S. Department of State.

Note: Prior to end of 90 day coverage, dependent must secure approved coverage through the host school policy or through a separate policy that meets the regulations outlined by the U.S. Department of State.

- Program Extension Application Fee: \$367 USD**
- **If participant wishes to apply for an extension of the original 3-year program for an additional one to two years. This application fee is nonrefundable and subject to increase. This is in addition to AAG's annual renewal fees.

I agree to pay all Invoices issued by Alliance Abroad within 14 days. I understand that failure of paying outstanding invoices within thirty (30) days of issuance will result in my inability to continue my J1 program and/or termination.

Agreement to Solely Use Alternative Dispute Resolution

I agree that any dispute, claim, controversy or other matter in question between the parties hereto arising out of, or in any way related to this agreement or any breach or termination of this agreement, any dealings or relationships between the parties, whether past or present shall be settled by binding arbitration administered under the rules of the American Arbitration Association. The laws of the State of Texas, U.S. shall govern the construction of this agreement. The locale of the arbitration proceeding shall be Austin, Texas. A demand for arbitration shall be made within a reasonable time after the dispute, claim, controversy, or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, controversy, dispute or other matter in question would be barred by the applicable statutes of limitations. There shall be only one arbitrator. The decision of the arbitrator shall be final and binding on both parties and the award of the arbitrator shall be enforceable according to law. Any award issued by the arbitrator shall be enforceable by any competent court having jurisdiction over the party against which it is enforced in accordance with the terms of the NEW YORK (UN) CONVENTION FOR THE RECOGNITION, AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS. The terms and provisions of this paragraph shall survive any breach or termination of this agreement.

I have read and agree to all sections of terms on page 4. Initial here

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My initials by each section above and my signature below confirm that I have read, understand and agree to abide by the rules, terms and conditions of the Alliance Abroad Group Teacher Exchange Program. In signing these terms and conditions, I acknowledge that I have read, understood and agree to all of the terms and conditions with my own free will as stated above.

Participant's Name (printed):

Participant's Date of Birth: (month/day/year):

Participant's Signature:

Today's Date: