

SFLIG Volunteer and Internship Enrolment Policies

PAYMENT SCHEDULE

Placement Deposit

Before we will grant you a project placement, a non-refundable deposit of \$150 should have been made, this is used to work on the your placement. When your placement request has been secured you will be required to pay the full amount within 4 weeks from the date we will send your project confirmation. The programme deposit is non-refundable, unless the intern placement you request cannot be made. (This fee of \$150 allows you to volunteer anytime within 24months)

You are expected to receive a confirmation email from SFLIGvolunteer's director within two working days after the placement deposit has been made and the receipt emailed to us. This email will include your orientation document. Only alert us after this day if you don't receive a confirmation from us.

Full Payment:

When full program fee has been received, you are required to receive details on project placement, locality, duties, local partner organisation that will host you as well as your host family.

Fourteen days to your arrive in the country you are required to receive any other logistics like, airport pickup and any needed information.

Volunteers can extend their volunteer period depending on the assessment we make of the volunteer. Every additional week is \$100.

Procedure for Project Changes

A volunteer can change his project preference such as date, location, and project within 30 days before His/her arrival date into the country. Giving us an early notification will give us time to cancel the previous placement and place your preferred choice. A penalty fee of \$100 will must be paid if the notice of change is less than four weeks.

Project changes cannot be made within 1 week of your arrival.

If you are interested in extending your internship project once it has begun, you can add extra weeks at the project location for the additional cost stated on the price list.

Although we will do everything possible to ensure placement on your desired project, there is always the chance that your placement may be disrupted by an unusual event or circumstance that SFLIGvolunteers could not have reasonably foreseen. If this event is serious enough to significantly affect your placement, we will try to arrange a suitable alternative placement at another location.

Refund and Cancellation Policy applies:

1. If you cancel 61 days or more before your start date, you will receive the full amount paid, minus the programme deposit.

2. If you cancel between 31 and 60 days before your start date, you will receive 50% of the amount paid minus the programme deposit.
3. If you cancel 30 days or less before your start date, no refund will be issued.
4. If you cancel once your project has started, no refund will be issued.
5. If we cannot place you with the intern project for which you enrolled, you will receive a full refund.

The initial programme deposit is non-refundable.

Accommodations, Meals and Other Inclusions

It is the responsibility of the intern to confirm what is included in the project cost. The eating and living facilities at your project location will be of a local standard, and may differ from what you are used to in your home country. You may be required to share a bedroom and/or bathroom.

If you choose to be away for a weekend or a holiday during your placement, you will not receive a refund for the time you are away from your project for any meals or accommodations.

Your fee guarantees you two main meals a day (breakfast and dinner; while you are free to make yourself lunch if you are at home); a shared room, including toilet facilities.

Your fees help to pay for the day security in the house and a house assistant who does cooking; cleaning and other housekeeping chores.

Flights and Transportation

You are responsible for arranging and paying for flights to and within your chosen country. It is your responsibility to confirm what other transportation is included in the project cost.

SFLIG is not responsible for refunding or reimbursing any flight costs or any other costs incurred that arise as a result of your placement not proceeding or being cancelled, curtailed, withdrawn or changed due to circumstances outside our control or the control of our partner organization. This includes changes made by airlines for cancelling, changing or transferring flights, or any other events out of our control.

Excursions/Entertainment

At many locations, activities and excursions are provided to the volunteer at no additional charge. However, some activities and excursions at some locations require the intern to pay an entry fee to participate.

Intern Behaviour

It is understood that any participant on SFLIG programme will obey the laws of the host country. This, of course, forbids the use of illegal drugs and alcohol consumption by minors. Interns are expected to be courteous and respectful at all times, and abusive behaviour will not be tolerated.

SFLIG reserves the right to expel (without refund) any intern whose behaviour violates the project provider's policies or those of special programme providers, tour operators, etc. Furthermore, any expenses incurred by the project provider in terminating the programme of an intern who violates the centre's policies will be the responsibility of the participant.

I. Release of Liability and Assumption of Risks

I am voluntarily participating in a study abroad programme as either a student or an intern, with Solutions For Life Initiative Ghana (hereinafter referred to as SFLIG). I acknowledge that travel to, from and within the foreign country in which the programme is located, including at my chosen internship site, school, accommodations and any in-country excursions, have inherent risks and dangers that I may be exposed to and possibly harmed by. These include, but are not limited to, personal injuries, property damage, accidents involving motor vehicles, aircraft and other forms of transportation, sickness, diseases (including food, water or insect borne diseases that are not commonly encountered in Europe and North America), riots, political instability, crime, acts of terrorism, detention by government authorities or individuals, burglary, assault, encounters with dangerous wildlife and other hazards. I acknowledge that as a participant in the programme, I may travel to remote rural areas and will lodge and eat with the residents in those areas. As such, the accommodations, food and sanitary conditions may be below, or substantially below, the standard I am accustomed to in my home country. I also acknowledge that healthcare facilities, medical supplies and medical personnel on the programme may be very limited and, if available at all, may be below or substantially below WHO standards.

I understand that SFLIG has contracted with independent local organizations, outfitters, suppliers and vendors for the provision of certain aspects of the programme, including, accommodations, food and excursions ("Vendors"), and that SFLIG does not own or operate any of these Vendors. While SFLIG has used its best efforts to select reliable and safe Vendors, SFLIG is not responsible for any negligent or wilful act or omission of a Vendor or other third party, and I hereby release SFLIG from all claims arising out of, or related to, the wilful or negligent acts or omissions of these vendors.

I represent to SFLIG that, to the best of my knowledge, I am in good mental and physical health. I am voluntarily participating in the programme, with knowledge of the risks and dangers involved. I expressly accept and assume all known and unknown risks on behalf of myself.

In exchange, and in consideration for participation in the programme, I hereby release SFLIG and its employees, agents, interns, officers, directors and representatives (each, a "Releasee") from any and all injuries, deaths, losses, liabilities, damages, claims, actions, suits and judgments whatsoever including costs, expenses and attorney fees (collectively, "Claims") that I may have now or in the future, directly or indirectly, arising from, connected with or related to my participation in the programme, including with respect to the attached medical durable power of attorney, whether caused by any Releasee or some other person or cause. I agree that I will not, at any time, directly or indirectly, on behalf of myself, my child and my heirs, commence or prosecute any action, suit or other proceeding against any Releasee arising from, connected with or related to my participation in the programme. I agree to indemnify, hold harmless and defend each Releasee from and against any and all claims whatsoever that the Releasee may suffer arising from, connected with or related to my participation in the programme, whether inside or outside of my home country.

Further, I hereby grant full permission to SFLIG to use any photographs, videotapes, motion pictures, website images, recordings, comments I make in questionnaires or letters or any other record of the programme for purposes of commercial advertising, marketing or promotional literature without the need for further consent from me.

II. Insurance Requirements

I acknowledge that I have been fully advised and warned by SFLIG that it is compulsory that I purchase and maintain both personal travel insurance and health insurance which covers medical expenses, emergency medical evacuations, and accidental death or dismemberment and repatriation of remains for the period that I am travelling and participating in the programme. It is my responsibility to make certain that the insurance covers such costs incurred outside of my home country. SFLIG may, from time to time, offer health or travel insurance coverage's through selected insurance providers so that I can obtain a group rate, but they are under no obligation to do so. Should I choose to select any insurance package provided through SFLIG, I acknowledge that I have independently verified the sufficiency of the coverage for my needs.

Applicant Name

Date

Signature:

* **Governing Law.** This document shall be governed by the laws of the Republic of Ghana, and shall be honoured in any jurisdiction where it is presented.

* **Binding Effect; Modifications.** This document shall be binding upon me and all persons having or claiming rights on my behalf. If any provision of this document is held to be invalid or unenforceable, the remainder of this document shall be not affected thereby and shall be valid and enforced to the fullest extent permitted by law. This document may not be modified orally.