

GLOBAL ROUTES INTERNSHIP APPLICATION

STUDENT INFORMATION

Full Name as Printed in Passport _____ Preferred First Name _____

Date of Birth (month/day/year) _____ Gender: Female Male T-Shirt Size (circle one): S M L XL

Passport # _____ Expiration Date _____ Country of Issue _____

Student Email _____ Cell Phone _____

School Name _____ Current Grade/ Year _____

PROGRAM INFORMATION

Program Location and Start Date:

First Choice _____ Start Date _____

Second Choice _____ Start Date _____

Promotion Code (if applicable) _____

PARENT INFORMATION Student primarily lives with: Parents Parent 1 Parent 2 Other (please specify) _____

Student Mailing Address _____

Parent 1 _____

Parent 2 _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Country _____

Country _____

Email _____

Email _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Work Phone _____

Work Phone _____

Additional Emergency Contact: Name _____ Contact Number _____

OTHER INFORMATION

How did you first hear about our programs?

- School Web search
 Friend Consultant
 Family Other

Please specify _____

Please supply the name and address of any friend, family member or teacher who may wish to receive our brochure:

Name _____

Address _____

City, ST, Zip _____

In order to be considered for enrollment, you must complete and submit the following two parts of the application.

Part 1: Personal Statement

The Internship Program is offered to those students who have a passion for adventure, cross-cultural immersion and personal growth. We want to get to know you better in order to assess if this program is a good match for you. Please take some time to answer the following questions on a separate piece of paper:

1. List any activities, past employment or volunteer work that is relevant to your participation in our internship program. Please explain why you feel it is relevant.
2. Describe in detail any leadership experience you have had. Include both formal and informal experiences, such as tutoring, teaching, coaching or training.
3. Describe what you found most compelling about a specific travel experience (either domestic or international).
4. Statement of Intent: In a brief and carefully thought-out statement let us know why you would like to be a Global Routes Intern. In your statement please discuss what you believe you can contribute to a developing community and what you would like to gain from this experience.

Part 2: Intern Agreement

Global Routes leaders and directors hold interns to a very high standard. Our programs necessitate a significant level of personal investment and responsibility from each intern. By initialing the items below you confirm your understanding of and commitment to our expectations and the terms of participation in our programs (please see our “Conditions for Participation” listed in the Terms and Conditions). Students will be held accountable if they are not able to live up to the spirit of this contract. Please consider each item with care. Contact us if you have questions about any of these items.

I _____ agree to:

- ___ Strive to learn as much as possible and do my best as an intern.
- ___ Seek out ways in which I can be an active member of my host community.
- ___ Do my best to maintain a positive and determined attitude in challenging situations and to absorb occasional disappointments. I will do my best to look at each challenging situation as a learning experience rather than a problem.
- ___ Practice cultural sensitivity and treat the people I encounter with respect, courtesy and diplomacy (host families, teachers, students, other community members, workshop instructors, guides, fellow interns and my program leader).
- ___ Keep an open mind and eagerly seek out new experiences.
- ___ Work constructively with other members of my group, supporting them in fulfilling their commitments and in having an enriching experience. I will take responsibility for the impact which I have on others and will be a positive group member.
- ___ Take responsibility for my personal safety and well-being. I will abide by all safety policies set out by Global Routes and my group leader and will not take unnecessary risks.
- ___ Practice good judgment, safety and role-modeling when teaching and leading activities with students.
- ___ Refrain from riding on/driving ANY livestock or motorized cycle vehicles, including but not limited to: motorcycles, scooters, motorized bicycles.
- ___ Respect the travel guidelines presented by my leader and request permission if I desire to visit locales outside of my home village area with my host family. I fully understand that independent travel is prohibited on program.
- ___ Abstain from the possession, purchase or use of alcohol and illegal drugs throughout the program; abstain from the use of tobacco while in my village.
- ___ Enlist the aid of my program leader to work out any problems that may arise involving my internship placement, family stay, personal health and well-being, etc.
- ___ Not engage in any exclusive relationships that compromise my safety, the well-being of my group or my host community, or the reputation of Global Routes.

Applicant's Signature _____

Date _____

Assumption of Risk, Waiver of Liability and Indemnification Agreement

I have read and understand the program description for which I am applying. I have further read, understand, and agree to the provisions in the “Teaching Internship Terms and Conditions” and the “Intern Agreement”. There are certain risks inherent in Global Routes’ activities and programs; I understand the nature of these programs, and accept the risks involved. I agree to release, waive, covenant not to sue, indemnify or hold harmless Global Routes and their agents of any and all liability and responsibility of any nature for any loss or damage to property or personal injury, including death or illness, incurred by me/our child while participating in a Global Routes program. Jurisdiction for all legal action will be in Hampshire County, MA. Any individual upon bringing legal action against Global Routes which results in a decision in favor of Global Routes will be responsible for all legal fees, court costs and out of pocket expenses of Global Routes, its board members and its employees. I understand that my failure to disclose fully any information that results in an inappropriate placement in a Global Routes Internship Program is cause for dismissal without refund. I also understand that Global Routes will dismiss without any refund and at my family’s expense any intern who disrupts the program, or who violates the “Conditions for Participation.” I give Global Routes permission to use photography of me and my creative writing in promotional, documentary and other educational publications (print and electronic). I further agree to pay the program balance in U.S. dollars by at least 60 days prior to my program’s start date.

Applicant's Signature _____

Date _____

Parent's Signature (if applicant is under 21 years of age) _____

Date _____

2012 GLOBAL ROUTES TERMS & CONDITIONS

How To Apply

To reserve a space in a Global Routes Internship Program, complete the online registration form or download the application from the Global Routes website and mail it to Global Routes at One Short Street, Northampton, MA 01060 with a \$600 deposit. Global Routes applications are accepted on a rolling basis and are subject to space availability.

In our screening process, we seek to ensure that interns are capable of meeting the physical and emotional demands of an intensive group program that requires significant levels of personal independence and responsibility. Global Routes reserves the right to refuse and/or rescind acceptance at any point to an intern who we believe is unsuitable for our programs. Health, physical ability or behavioral history may be grounds for refusal. If Global Routes refuses or rescinds admission to a program, all monies paid to date will be refunded, except in those situations where a failure to disclose information resulted in an inappropriate placement.

Additional forms, including a health form, reference form and possibly other forms specific to your program, must be submitted no later than 90 days prior to the program start date. After initial receipt of your Program Application and deposit, Global Routes will instruct you on how to download these additional forms from our website. Please note that we will not conduct your telephone interview until all of the aforementioned forms have been submitted and reviewed. Acceptance into a Global Routes Internship Program is contingent upon successfully submitting these forms and satisfactorily completing the phone interview with an office administrator.

Program Fee Information

The program fee balance is due 60 days prior to the program start date. We will not continue to reserve the space of any participant whose balance is unpaid after this date. Applications received less than 60 days prior to the program start date must be accompanied by the program deposit and full payment will be due no later than two weeks after acceptance. Program fees cover all program activities. They do not cover transportation to and from the starting or ending points of programs, internal program flights, personal spending money, expenses for professional medical care, or personal needs. In addition to the program fee, participants must put \$400 on account with Global Routes as a contingency deposit to cover the costs of any extraordinary expenses incurred by a program participant, i.e. medical expenses or replacement of lost items. All unused contingency funds will be returned within 60 days of your program's conclusion. Factors beyond our control (e.g. currency valuations, excessive inflation, significant fuel price increases) may cause our program fees to fluctuate.

Deposit and Program Fee Refunds

Your \$600 deposit includes a \$200 non-refundable processing fee. Once an intern has verbally accepted an invitation to participate, the entire \$600 deposit is no longer refundable, but any additional fees paid are refundable until 60 days prior to the program start date. Within 60 days of the program start date there will be no program fee refunds, regardless of circumstance. We recommend you discuss the details of your program with an office administrator prior to this time to ensure that your program choice is appropriate.

Our refund policy is based on our investment in the program. Costs are determined on a program basis, not per intern, and most expenses cannot be recovered. In addition, last minute cancellations can prevent interns on the waiting list from participating.

Trip cancellation insurance is available through travel insurance providers and depending on the nature of the

claim and the reason for your cancellation, you may be able to recover some or all of the program fee as well as travel costs.

Conditions for Participation

Global Routes encourages and demands self-discipline. Our approach is to offer learning, adventure and structured independence within the boundaries of safety, common sense and the law. Living within a small community and group is challenging and interns will be expected to participate actively and at times compromise some of their own needs for the common goals of the group. While participating in program activities, interns must follow the stated instructional sequence and safety standards. Unsafe actions taken by any participant are grounds for dismissal. Possession or use of weapons, alcohol or unprescribed drugs at any time, or tobacco products within the homestay community, and unauthorized absence from the group or homestay community are against our rules, and we are inflexible about them.

Global Routes reserves the right to dismiss participants who have violated the Conditions for Participation or the Intern Agreement, or whom we believe have become an overall hindrance to the group process or the stated goals of the program. Participants who are dismissed or who withdraw will be sent home at their own expense, without refund of any fees paid, even in the instance of a medical problem. In such cases, accompaniment by a Global Routes leader on the flight(s) home will not be possible.

Fundraising

Each intern will be required to take on an independent project. Some interns have found it helpful to fundraise for this project in advance. Please note that while participation is not contingent upon an intern's fundraising effort, interns take great pride in working on projects that they have personally helped to fund. Contributions sent through Global Routes are tax-deductible through our 501(c)(3) non-profit organization. There is significant lead time required in forwarding contribution funds to program directors in country for later distribution back to interns for their projects. Donors or interns hoping to receive the benefit of this tax-deductible donation must mail Global Routes their contribution(s) no later than two weeks prior to program departure.

Health Forms

Our health form must be completely filled out and signed by a parent or guardian (for interns under 21 years of age) as well as by a physician who has examined the participant within six months prior to the start of the program. Acceptance into a program is contingent upon our approval of the health form, and failure to answer all questions accurately or the misrepresentation of the participant's current or past physical and/or emotional condition may necessitate the dismissal of the participant, even after the program has commenced, at the intern's/ parents' /guardians' expense. Misrepresentation, failure to fully disclose information, or failure to update Global Routes with new behavioral developments or other pertinent health information prior to the program may result in dismissal or rescinding of acceptance (even before a program begins) without refund. All interns must be covered by medical insurance and provide proof of coverage to Global Routes. Interns are also required to hold Emergency Evacuation Insurance during their time on program. In case of illness or injury, Global Routes will administer first aid and/or take the injured intern to medical services.

The cost of these services, including expenses for both the student and accompanying staff person, are the

responsibility of the parent/guardian.

Global Routes will attempt to obtain any medical documentation from in-country health care providers to aid in any insurance claims. Interns who leave the program for medical reasons are not eligible for a refund.

Transportation & Flight Arrangements

International travel to and from the program destination is the logistical and financial responsibility of each intern and his/her parents/guardians. Detailed information, including preferred arrival and departure times, will be sent to interns following acceptance into the program. Before making the final booking, interns must submit flight itineraries for review and approval by Global Routes. Should an intern's flight itinerary contradict the requested time parameters or compromise the group's itinerary, Global Routes is not responsible for flight change-fees or in-country expenses incurred by an intern. Interns are not accompanied by a Global Routes staff member on either their outbound or return flights.

Program Development

Program development continues throughout the year even after program descriptions are published. As new opportunities arise or practical considerations require, the itinerary, destinations or other aspects of a trip may change. Parents and interns will be informed about substantive changes before the program begins. Global Routes reserves the right to cancel any program that does not enroll a minimum number of interns. In such instances participants will be offered space in any other program that still has space available or a full refund of all monies paid. In instances where Global Routes cancels a program for other reasons (e.g. political instability, health concerns) Global Routes will attempt to offer a close substitute to the cancelled program as well as the two aforementioned options. In instances where Global Routes cancels a program for any reason, it is not responsible for the reimbursement of costs incurred by participants other than the Global Routes program fee. In instances in which a program that has begun has to be abruptly ended for reasons beyond our control, there will be no program fee refund and any additional costs will be borne by the participant's family.

Risk Management

Safety management is our priority, and we have an exceptional record. The physical and emotional well-being of our participants is the primary concern of our leaders. Global Routes uses care in the selection of our leaders, transportation companies, outfitters, facilities and services, and takes active steps to identify, analyze and manage risk to all participants and their personal property. Our risk management protocol cannot remove all risk; parents and participants must understand the nature of our programs and accept the inherent risks involved in such activities.

Equipment

Global Routes will provide equipment needed for group travel and living; participants are expected to care for equipment. If an intern damages or loses any equipment belonging to or subcontracted to Global Routes, the intern and/or parent/guardian will be held responsible (normal wear and tear excluded). Global Routes' insurance does not cover the personal property and equipment of participants; parents/guardians should check with their own insurance providers to ensure their child's personal property and equipment are covered against loss, theft or damage.