



These Terms and Conditions apply to all participants of Asia Internship Program. By submitting your application, you are entering into this Agreement.

We have attempted to make this Agreement easy to read and understand by categorizing each section. These categories have been inserted for your convenience only and do not affect the legal construction or interpretation of this Agreement.

DEFINITIONS WITHIN THIS AGREEMENT;

“you” or “your” means the participant.

“we”, “us” or “our” means Asia Internship Program or “AIP”.

Agreement means contractually binding agreement between us and you that is made up of the application form and the terms and conditions set out in this document.

Commencement Date means the date, agreed upon with you in advance, that the program begins in the local destination.

Deposit means the part of the program fee that must be paid by you in advance of your placement in order to secure your place on the program prior to the payment of the balance of the program fee, such balance being payable in accordance with section 3 below.

Participant means a participant on the program and participants means all and any participant.

Program means any internship placements or service offered by AIP.

Preference Area means your first and second choice of industry role as established on the Phone/Google Hangout interview during our admissions process.



Program Fee means the sum of the remaining balance after the Deposit, payable by you to us in accordance with Section 3 below.

Placement Deadline means 14 days prior to your Commencement Date or agreed upon otherwise

Internship Provider means your host company

Acceptance letter means the letter provided electronically to you confirming AIP has accepted you into our program

Asia Internship Program or AIP means "AIP SG PTE LTD" 60 Tessensohn Road #02-01A Club CSC @ Tessensohn Singapore 217664, Registration number 201810409G

1. OUR UNDERTAKING

In return for receipt of the Program Fee, we will undertake the following:

- 1.1. to provide you with an internship placement within the industry as illustrated in your Acceptance Letter or otherwise agreed in writing;
- 1.2. to provide contact details of local staff in case of any difficulties or problems experienced and to facilitate emergency support if necessary;
- 1.3. to provide furnished accommodation that meets the following minimum standards:
 - 1.3.1. with a single bed in your bedroom;
 - 1.3.2. with adequate bathroom, toilet and shower facilities;
 - 1.3.3. with electricity, gas, and water for which AIP will cover the payment per month that does not exceed:

- 1.3.3.1. in Thailand 4,000 THB
 - 1.3.3.2. in Singapore 140 SGD
 - 1.3.3.3. in South Korea 70,000 KRW
 - 1.3.3.4. in Hong Kong 780 HKD
 - 1.3.3.5. in China 100 CNY
- 1.4. to provide accommodation for the duration of your placement. Calculated as follows: Number of months' x 30 days i.e. a 2-month standard package is equal to 60 days of accommodation. Extended stay is subject to additional charges, the rate of which is calculated daily by the accommodation provider.
- 1.5. to provide you with a transfer, at a time agreed between us, from the closest international airport to your accommodation on your arrival, prior to your commencement to the Program;
- 1.6. to provide an induction, orientation talk or document upon or prior to your arrival.

2. SUITABILITY OF PARTICIPANTS

- 2.1. We retain all rights to reject the application of any individuals we deem unsuitable for our Program at our own discretion. The factors that determine the success of your application include visa eligibility, English proficiency, strength of your profile in relation to your chosen industry, and the level of competition during the time of your application. We have a no discrimination policy and do not reject applicants due to their gender, religion, race, or nationality.

To verify your suitability, we may request you to provide contact details of your references and any additional documents required for the visa application process of your chosen internship destination.

3. DEPOSIT AND PROGRAM FEE

- 3.1. Your Initial Deposit (“Deposit”) is \$500 USD. The Deposit is in return for a service; with the fee being solely used to reserve your position in the program and cover related administration expenses.

Upon receiving your Deposit, AIP agrees to place you in an internship by the Placement Deadline. We also guarantee that the price of your chosen package will remain the same in the case that we raise our fees before you have to pay your final payment.

50% of your Deposit is allocated to admissions and application processing fees and is non-refundable for any reason. All cases of deposit refund indicated hereafter are for the remaining 50%.

- 3.2. Upon payment of your Deposit, you agree the information illustrated in your acceptance letter is correct and will fully cooperate with AIP in its attempt to find you an internship placement. Examples of non-cooperation include, but are not limited to:

- 3.2.1. not actively working with your assigned Internship Coordinator;
- 3.2.2. skipping, missing, or arriving late for your scheduled internship interviews;
- 3.2.3. not engaging in internship discussions with your Internship Coordinator;

- 3.2.4. not responding to Asia Internship Program communications within 72 hours regardless of non-working days;
 - 3.2.5. allowing the placement process to be delayed due to missing agreed payment due dates;
 - 3.2.6. refusing internships offered to you if they are your first or second choice as stated in your acceptance letter or unless agreed otherwise in writing;
 - 3.2.7. refusing to interview with a company suggested by AIP for any reason;
 - 3.2.8. contacting our Internship Provider (your host company) without express written consent from AIP;
 - 3.2.9. making requests that fall outside of what AIP guarantees;
 - 3.2.10. failing to meet your responsibilities indicated in Section 8 of this Terms & Conditions;
 - 3.2.11. insulting, criticizing, offending, and defaming AIP and its representative;
 - 3.2.12. using any communication channel other than email to reach AIP coordinator.
- 3.3. Upon payment of your Deposit you agree that it is your responsibility to prepare for the internship interview arranged by us. If you fail to adequately prepare for the internship interview you will automatically forfeit your Deposit. Failing to properly prepare for the internship interview is defined as failing one or more of the points below:

- 3.3.1. not properly researching about the internship provider;
 - 3.3.2. not properly learning about the industry job function;
 - 3.3.3. missing the scheduled interview time without prior notice of 3 hours minimum before interview time;
 - 3.3.4. failing three or more interviews;
 - 3.3.5. failure to provide a sample portfolio of your previous work (if requested);
 - 3.3.6. making requests that fall outside of what AIP guarantees.
- 3.4. If AIP is unable to place you in an internship role as stated in your Acceptance Letter or other roles later communicated to us in writing before the placement deadline, you will be given the option
- 3.4.1. to withdraw from the program and receive a refund of your Deposit;
 - 3.4.2. to request for AIP to continue the search process until you are placed; if AIP is still unable to place you within the extended time, you may request to extend the deadline further or choose to receive a refund of your deposit. Note, refund is only applicable if you do not fail any of the conditions stated in section 3.2 and 3.3.
- 3.5. If your Deposit is received by us less than 8 weeks before the Commencement Date, your Commencement Date and Placement Deadline will be delayed by the number of days the Deposit should have been received by (minimum of 8 weeks prior). However, if AIPx fee

is paid together with the Deposit, an earlier Commencement Date can be set by agreeing with your AIP representative in writing.

- 3.6. All Program Fees must be paid in full within 5 days of confirming your internship position or 30 days prior to the Commencement Date whichever is earlier. If the internship position is confirmed less than 30 days prior to the Commencement date, the fee must be paid immediately within 1 working day. Participants who fail to meet this requirement may receive none of the benefits of the Program. This includes without limitation; placement in a confirmed program, airport transfers and accommodation.
- 3.7. You are responsible for covering all and any charges related to foreign currency transfers and international bank payments; this applies to your Deposit, Program Fee and any other transaction to us. If you underpaid any of the payment due to not covering foreign currency exchange fees, international bank transfer fees, or any other reason, you will make up the remaining balance by making another transaction.
- 3.8. You agree to pay late fees (and interest where applicable) for any late payment passed the due date indicated on the invoice. If you wish to extend the payment deadline or dispute the invoice, this must be done in writing to your AIP representative within 3 days after receiving the invoice or payment request and at least 1 day before the payment due date.
- 3.9. By making the payment of the Program Fee either partially or in full, sending an email confirmation to us, or sign the internship agreement, you confirm that you have fully accepted the internship offered.
- 3.10. AIPx fees are to be paid together with your Deposit.

- 3.11. If you apply for Singapore, you have to provide proof of acceptance for the Work Holiday Pass. If your proof of acceptance is received by us less than 8 weeks before the Commencement Date, Your Commencement Date will be delayed by the number of days the proof of acceptance should have been received (minimum of 8 weeks prior). AIP will only start the placement process after receiving your proof of acceptance.

Alternatively, you may request AIP to proceed with the placement process before you receive the proof of acceptance of the Work Holiday Pass. However, your deposit will not be refundable in the case your application is denied by the Ministry of Manpower of Singapore.

4. REQUEST TO CANCEL, VARY PARTICIPATION ON THE PROGRAM AND REFUNDS

- 4.1. If you wish to withdraw from the Program it must be done with a written request. For the avoidance of doubt, such a written must be made by email to your assigned Internship Coordinator.
- 4.2. If you withdraw from the Program for any reason other than AIP's failure to place you by the Placement Deadline within your agreed chosen industry, or if AIP determines, in its sole discretion, you did not fully cooperate in the placement process at any time before the Placement Deadline, such as stated in the conditions in section 3.2 and 3.3, AIP will be entitled to the Deposit.
- 4.3. If you withdraw from the Program or amend any aspect of the program for any reason after being placed with an Internship Provider, AIP will be entitled to the full amount of the Placement Package or 50% of the Standard / Signature Package Fee. If the withdrawal takes place less

than 30 days before the Commencement Date, AIP will be entitled to the full amount on all three Programs Fees.

- 4.4. Unless previously agreed, if you want to change the dates of your participation in the Program, or change any part of the information stated in the acceptance letter after the internship has been confirmed or after paying the associated program fees, up to \$500 USD or 25% of your package fee (whichever is greater) will be charged as additional administrative fees. If such a request is made within 30 days of the Commencement Date or after an invitation letter has been issued, we reserve the right to refuse the change request or apply an additional charge, which shall be determined at our sole discretion.
- 4.5. In the event that, for any reason at all, you decide to discontinue your place on the Program after it has started you will not be eligible for a refund of the Deposit, Program Fee, AIPx fee or any other additional fees.
- 4.6. If, for any reason, we have to cancel your participation in the Program, prior to your commencement date, a full refund of the Program Fee, including the Deposit, will be given to you. A full refund will be issued only if the cancellation is for reasons not attributable to you unless the reason falls within the parameter of Section 7.2. No compensation can be given for any other costs incurred in relation to the Program. These costs may include but are not limited to flights, insurance, accommodation, and visa fees.
- 4.7. All refunds will be issued minus any administration, currency exchange, and bank transfer fees, which can amount to 10% of the total payment.

- 4.8. All refunds will be issued within 60 days after an official request and necessary beneficiary details have been provided in full in writing.

5. WEBSITE AND PROMOTIONAL MATERIAL

- 5.1. The content and information displayed on our website and other promotional material is believed to be valid and correct but we will not be held liable and do not take any responsibility for any misinformation or ambiguities in the content. Prices are subject to change without notice and you will be liable for additional amounts owed due to price changes unless your Deposit has already been paid in which case you will be entitled to the price of the selected package at the time you have made your Deposit.
- 5.2. We reserve the right to take your photograph, or video footage of you, for use in our promotional material. We do not make any payments to individuals in respect of such use. We may reproduce the photographs in our promotional material including, without limitation, posters, advertisements, printed publications, on our website and social media website pages. Copyright in the photographs will belong to AIP. Photographic data is personal data for the purposes of the Personal Data Protection Act 2012 and therefore we will not use the images taken without your consent and we will not use your image, or any other information you provide for any other purpose. By agreeing to these terms and conditions, you consent for your photographic data to be used for our promotional purposes.

6. THE FORMAT OF THE PROGRAM

- 6.1. We reserve the right to change our suppliers and the format of our Program as and when necessary, however we will endeavor to provide as similar a Program as possible at all times.

7. LIABILITY FOR LOSSES AND PROGRAM CHANGES

- 7.1. We cannot accept any responsibility or liability for loss of or damage to your passport, any other personal identification, or any property in any part of the immigration visa process, during transit, or during registration.
- 7.2. We cannot accept any responsibility or liability for Program changes or Program cancellations under any of the following circumstances: war or threat of war; terrorism; fire; sickness; or, any other event or circumstance which amounts to a “force majeure”. In such cases, no refund or compensation for any loss will be given to you.
- 7.3. You understand that the principal of AIP’s service is internship placement and all other program features are additional services that are either complimentary or with extra charge. You agree that AIP has completed its primary duty when an internship offer in your chosen industry has been provided and that AIP is entitled to a minimum service fee equivalent to the placement package fee according to your chosen destination and duration regardless of whether you accept or partake in the internship. We cannot be liable for your inability to attend the internship for any reason which include but not limited to sickness, parents and/or university restrictions, change in visa regulations, and any circumstance which amounts to a “force majeure” or beyond AIP’s control.

8. YOUR RESPONSIBILITY

- 8.1. It is your responsibility to be aware of any national holidays or other events that may change the nature of the Program. While most companies operate a 08:00 - 18:00 working policy, some may have different requirements and we cannot be held responsible for this. This includes the working days and operation hours of the concerned embassy that you will be applying your visa. AIP is not liable for any additional costs that may arise from the changes and delays of your travel arrangements due to this matter.
- 8.2. International flights are not included in the cost of any of our Programs. It is your sole responsibility to arrange flights and to select providers based on your own decisions and experiences. We cannot be held responsible for any action, negligence, or event relating to the purchase or operation of flight tickets or flights. We will also not be responsible for any costs, refunds, or any program features missing due to changes or delays of your arrival and departure.
- 8.3. It is your responsibility to arrange your own immigration visa where we will provide visa assistance in the form of advice as best to our current research and knowledge. We cannot be held liable for any changes in the visa regulations, costs, or delays relating to your immigration visa acquisition. These costs include and not limited to the visa application, travel, and accommodation.
- 8.4. It is your responsibility to verify the required documents in order to obtain your immigration visa by liaising with the consulate/embassy of your chosen destination. Please note that immigration visa policies are subject to change and differs according to your country of origin / residence. We cannot be held liable for the change in visa immigration

policies and will advise, and provide documents according to our most recent information to our knowledge.

- 8.5. It is your responsibility to arrange your immigration visa according to your Commencement Date. We cannot be held liable for any costs or delays relating to postponements of your Commencement Date relating to your visa acquisition.
- 8.6. It is your responsibility to provide your written feedback via email of the interview with potential host companies and whether you would like to accept the internship offer within 24 hours after the interview. It is also your responsibility to decide whether to accept or decline an internship offer within 5 days by sending a confirmation email indicating your decision to your AIP representative.
- 8.7. It is your responsibility to provide updates about the visa application process or related documents, if requested.
- 8.8. It is your responsibility to register for all AIP related events by the deadline set. Failure to comply will result in you forfeiting your attendance.
- 8.9. It is your responsibility to inform us if your internship is academic credit bearing and to submit all related documentation and information to AIP during the initial interview prior to receiving AIP acceptance letter and paying your Deposit. These documents and information including but not limited to your university internship guidelines, university internship agreement, and university's criteria for accepting internship position and/or host company. Failure to do so, AIP will not be responsible and will be entitled to your Initial Deposit and Program Fee regardless of

whether your university approves or rejects an internship position that we have secured for you.

- 8.10. AIP's standard internships are full time positions with approximately 40 hours per week (generally Monday - Friday 9:00 - 17:00). It is your responsibility to inform AIP prior to paying your deposit if you are seeking part-time internship with your exact availability for the internship per week. Failure to do so, AIP will not be responsible and will be entitled to your Initial Deposit and Program Fee regardless of whether you can fulfill the internship hours requested by the Internship Provider.
- 8.11. It is your responsibility to ensure that you are able to financially sustain your living at your internship destination for the duration of your internship. We are not responsible to secure internships that provide any form of compensation nor are we liable for any changes to the compensation package provided by the Internship Provider at any stage of the process.
- 8.12. It is your responsibility to maintain the cleanliness and state of the accommodation provided in the same condition as presented to you on the move in date. This includes all furniture, appliances, and other items in the room. You agree to immediately inform AIP of any damages to the accommodation including any items in it. You agree that you are responsible to cover any costs arising from the damages occurred during your stay. If the accommodation provider ("Host") claims and provides evidence that you as a Guest have damaged the accommodation or any personal or other property at the accommodation ("Damage Claim"), the Host can seek payment directly from you. If the Host escalates a Damage Claim to AIP, you will be given

an opportunity to respond. If you agree to pay the Host, or AIP determines in its sole discretion that you are responsible for the Damage Claim, AIP will, after the end of your stay, collect any such sums from you and/or against the Security Deposit (if applicable) required to cover the Damage Claim. AIP also reserves the right to otherwise collect payment from you and pursue any remedies available to AIP in this regard in situations in which you are responsible for a Damage Claim, including, but not limited to, in relation to any payment requests made by the Host for any additional costs arise from the use of utilities over the limit stated in section 1.3.

- 8.13. You are responsible for monitoring the validity of your own immigration visa and inform AIP of its expiry date. If you require to extend or obtain a new visa, you will inform AIP a minimum of 30 days prior to the expiry date. AIP will suggest options in which you can extend or obtain a new visa. AIP is only responsible for ensuring that you can stay in the country during your internship duration and is not responsible for ensuring that you can stay in the country before and after your internship.

9. EXPERIENCING PROBLEMS

- 9.1. If you should experience any problems whilst partaking in our Program, you must immediately inform us in writing by email with a clear explanation of the problem. In such an event, we will discuss the problem with you and will discuss ways in which the problem can be solved. You will allow AIP a minimum of 7 days and no more than 30 days to investigate and attempt to mitigate the issue. We are not responsible for any conversations or anything that is said unless it is recorded in the written form either by email or letter.

- 9.2. You agree to discuss any problems in your placement with your AIP Internship Coordinator prior to discussion with your Internship Provider. If the assigned Internship Provider wishes to terminate your placement prior to the end of the stated time as a result of your inadequate, unhelpful participation, or prolonged or repeated absence from work, you understand that no refund of fees will be given in this situation and we are under no obligation to provide another placement. In such a case, you will be required to leave the provided accommodation within 7 days after your internship is terminated.
- 9.3. If you wish to terminate your placement prior to the end of the time stated in the internship agreement for any reason you must provide us with written notice, clearly stating the reasons for such a decision. You agree that no refund of the Program Fee or any other fees will be made in this situation, that no other placement will be offered, and that you will be required to leave the provided accommodation 7 days of being informed by us.
- 9.4. If you should deem the accommodation that has been provided to you to be unsuitable, AIP must be notified within 3 days of the start of your first day in that accommodation in order for remedies to be made.
- 9.5. AIP cannot be held responsible for any complaints arising from issues outside of the specifications made in Section 1.3, this includes, without limitation, relations with other inhabitants of the apartment/home-stay, and relations with your neighbors.
- 9.6. If you should deem your internship to be unsuitable you agree to immediately inform AIP and allow AIP to attempt to resolve the issue. AIP may suggest actions you can take where you agree to fully cooperate. If AIP has exhausted all avenues to improve the situation and

the issue in your internship is for reasons not attributable to you, you may request for AIP to secure you a new internship. You understand that the new placement process may take up to 30 days and the tasks in your new placement may be less dynamic due to the shorten internship duration. AIP reserves the right to refuse the request if you have less than 60 days left in the program.

- 9.7. You agree that you will fully cooperate with AIP in attempt to resolve your issues by responding to all communication with AIP in a timely manner. You understand that your swift response is necessary for AIP to help resolve your problems. AIP may dismiss your claim if you fail to respond to AIP's communication within 7 days.

10. SAFETY

- 10.1. We, our partner companies, suppliers and members of staff cannot be held responsible for any case of injury, accident, death, claim, theft, damage, sickness, cancellation or loss, in relation to our/their services.
- 10.2. You are responsible for your own safety during the trip and neither we, nor the assigned Internship Provider, take responsibility nor can be held liable for any accident, sickness, death, loss, damage, expense or hazard encountered throughout the Program.
- 10.3. You will be held responsible and liable for any damages to the assigned Internship Provider during your placement. It is your sole responsibility to ensure you purchase personal liability insurance prior to the Commencement Date.

11. COMPLYING WITH RULES, LOCAL LAWS AND ACTING RESPONSIBLY

- 11.1. In situations where you do not comply with the rules of the assigned Internship Provider, rules of our Program, or the law of the country to which you are interning in, we may terminate your participation from the Program and no refund will be granted to you and you will be required to leave the provided accommodation within 48 hours of being informed by us.
- 11.2. You will be held legally responsible for your conduct at all times during the Program. You will not act irresponsibly nor will you break the law of the country to which you go. You will not put yourself or others in dangerous situations. If you do any of the above, you will be responsible for the consequences.
- 11.3. We reserve the right to expel, at our sole discretion, any Participant from the Program for reasons including but not limited to: breaking the law; bullying or harassment of other Participants; anti-social or unreasonable behavior or unfit conduct towards other group members, our representatives, our suppliers, or the assigned Internship Provider; or excessive absence from your internship. We will determine whether a Participant has acted in any of the ways set out above at our sole discretion. In such instances, we retain the right to immediately eject the Participant from his or her accommodation and cancel their participation in the Program.

12. THIRD PARTY BEHAVIOR OR ACTIONS

- 12.1. We take no responsibility and are not liable for any third party behavior or actions including but not limited to that of the Internship Provider and accommodation provider. We do not take responsibility and are not liable for any accidents that take place at any third party locations including but not limited to the premises of the Internship Provider and

the designated accommodation. It is your responsibility to ensure you purchase personal liability insurance prior to the Commencement Date.

- 12.2. In some instances, you may be required to move rooms subject to availability of the rooms of the accommodation provider in regards to your arrival and departure dates. You agree that you may be put in a temporary accommodation before moving into your assigned accommodation. AIP will provide a minimum notice of 7 days and will make transportation arrangements or reimburse transportation costs if transportation is required. Your mode of transportation must be approved by AIP and proof of the costs spent on the transportation must be provided to receive any reimbursement.

13. GUESTS ALLOWED

- 13.1. You are allowed to have guests to stay in your assigned accommodation only after receiving a written approval from us.

14. INSURANCE

- 14.1. You are responsible for ensuring that you have purchased full comprehensive insurance prior to departure, which will cover you for the duration of your participation in the Program and which include but is not limited to travel, health, medical and accident insurance. You must bring all relevant insurance documents with you to the country in which you are placed.

15. NON-DISCLOSURE AGREEMENTS

- 15.1. In instances where it is demanded by the Internship Provider, you agree to sign a Non-Disclosure Agreement with the assigned Internship Provider. Regardless of whether or not the assigned Internship Provider

requires a written Non-Disclosure Agreement, you agree to respect and keep confidential the intellectual property of the assigned Internship Provider. Any work produced during your internship remains the property of your assigned Internship Provider unless specified otherwise in writing by your Internship Provider. AIP is not responsible for any of your actions arising from this matter.

- 15.2. You hereby agree not to disclose specifics of any disputes you may have regarding your internship or other aspects of the program to other program participants, third parties outside of AIP, or your assigned Internship Provider. AIP reserves the right to claim for any damages arising from the information you disclose regarding the disputes.

16. WORKLOAD

- 16.1. We are not responsible for the workload provided by the Internship Provider whether it is of high or low volume. In such situations, you should discuss the problem with us and we will endeavor to resolve the issue accordingly.

17. NOTIFICATIONS YOU MUST MAKE

- 17.1. To comply with immigration visa regulations of the country to which you are going to, and to ensure the safety of yourself, other program participants, Internship Provider, and AIP staff, you must notify us prior to paying your Deposit if you have any medical conditions (mental or psychological) that require prescribed medication, special medical attention, or any conditions that may hinder you from completing the Program and/or may cause danger to you or others around you. It is AIP's responsibility to inform you whether you can continue with the Program prior to making the Deposit payment. Failure to do so, AIP will

be unable to make the necessary arrangements to ensure that you can participate in the program and/or ensure the safety of all parties. If we find that your condition may cause or have caused harm to any of the parties mentioned above, we in our sole discretion may immediately terminate you from the Program with no refund or any form of compensation. In such a case, you will be required to leave the provided accommodation within two days of being informed by us.

- 17.2. You must inform us of any travel abroad or any other unavailability of passport for visa processing during the 6 weeks prior to the Commencement Date. You must inform us of any unavailability of passport in this period at least 2 months before the Commencement Date. We cannot be held responsible for additional costs for express processing, postage, submission in person by our staff, or delay or cancellation of program due to failure to inform us of such details.

18. MAXIMUM LIABILITY

- 18.1. Our maximum liability is limited to the Program Fee.

19. ADDITIONS AND REMOVALS TO YOUR PARTICIPATION IN THE PROGRAM

- 19.1. Requests for any additions to the Program by you when you are already in the country in which you are placed will incur the full fee difference between the original Program and the desired Program, plus an administration fee of up to \$500 USD. Any such Program changes or extensions are made at the sole discretion of AIP and cannot be guaranteed.

- 19.2. Any requested removals, reductions or amendment to the Program will not entitle you to a full or partial refund from your Deposit, Program Fee, AIPx fee or any other payment already paid.
- 19.3. In instances that your decision to shorten your internship duration or to change any aspect of the program causes the Internship Provider to cancel or terminate your internship, AIP is not responsible for securing a new internship placement for you. You acknowledge that no refunds or compensation will be provided. You may request for AIP to secure you a new placement. However, we reserve the right to refuse the request or apply an additional charge, which shall be determined at our sole discretion.

20. DETAILS OF AIP SERVICES

20.1. Placement Package

- 20.1.1. **Customized internship placement:** Guaranteed internship placement according to your first or second industry choice or any other additional industry choice communicated with your AIP representative in writing.
- 20.1.2. **24/7 emergency assistance:** An AIP representative that you are able to contact at any time while you are on the ground at your internship destination. The service is reserved for emergencies only. Emergencies are events such as being ill that you require medical attention, injuries, political unrests, and natural disasters. AIP is not responsible for additional costs that may arise from assisting you in making additional arrangements. These arrangements may include but not limited to medical procedure, transportation, and accommodation. AIP is also not responsible in

assisting in any matters outside the borders of the country of your internship destination.

- 20.1.3. **Visa assistance:** Advice and suggestions regarding visa related matters that will allow you to intern at your internship destination. AIP is not responsible for submitting visa applications for you. You are still responsible to submit visa applications yourself and obtain any documents that you need where AIP will assist in obtaining any necessary documents from your Internship Provider. AIP and Internship Provider is not liable for any costs arising from visa application fee and travel costs to embassies/consulates. In certain destinations such as South Korea and Japan, visa exemption is considered a visa that is acceptable to legally partake in an unpaid internship.
- 20.1.4. **CV/Resume enhancement:** Advice on how to improve your CV/resume. This is provided before and during the placement process for the purpose of increasing the chances of successfully securing you an internship. If we find that your CV/resume is adequate as it is, AIP reserve the right to proceed with the placement process without any adjustment to the documents.
- 20.1.5. **Certification from host company:** A document that confirms your participation in an internship program at your host company. This document can be but not limited to a certificate or reference letter. You are responsible for requesting the document from your host company before completing your internship. AIP is not responsible if the Internship Provider refuses to issue such document due to your unsatisfactory performance or behavior in the internship.

20.2. Standard Package

- 20.2.1. **Placement package features:** All the features mentioned in Section 20.1.
- 20.2.2. **Furnished accommodation:** Accommodation with minimum standards stated in Section 1.3 and 1.4.
- 20.2.3. **Airport pick-up at arrival:** Airport transfer to your arranged accommodation when you arrive at your internship destination.
- 20.2.4. **Preloaded transportation card:** Transportation card(s) that will allow you to travel to and from your internship. The card(s) will be credited with the amount enough for you to travel between your accommodation and Internship Provider for 20 round trips only. You are responsible for any additional costs in addition to what was mentioned. The feature is sometimes unavailable in certain destinations (i.e. Vietnam) according to the availability of the service in the respective city or country.
- 20.2.5. **Domestic SIM card:** Local SIM card of your internship destination that will be valid for a minimum of 90days. You are responsible for choosing the service plan that is suitable for you and all the costs associated with it.
- 20.2.6. **Pickup and dropoff from your apartment to your workplace on your first day:** An AIP representative will show you the best route to travel to your Internship Provider using public transportation. This can be on your internship commencement date or prior to that.

20.3. Signature Package

- 20.3.1. **Standard package features:** All the features mentioned in Section 20.2.
 - 20.3.2. **Deluxe accommodation:** A more deluxe accommodation relative to furnished accommodation mentioned in section 20.2.2. Depending on the destination, this may mean being assigned to private room instead of shared room, to accommodation with more facilities, to a more centrally located accommodation or having regular cleaning service.
 - 20.3.3. **Gym pass:** Access to fitness center in the city of your internship whether it is in your accommodation or other fitness center providers.
 - 20.3.4. **Monthly trip to explore the country:** Monthly excursions that is organized within the country of your internship destination. This can be a day activity or overnight trip subject to AIP's offer on that month.
 - 20.3.5. **Language classes:** A course of the local language of your internship destination. We only provide foundation/beginner course. The schedule and location of the course varies depending on each destination.
 - 20.3.6. **Exclusive networking events:** Access to exclusive networking event once per month (Thailand Only).
- 20.4. **Additional Services**
- 20.4.1. **AIPx:** A supplementary service that accelerates the internship admission process whereby we agree to schedule an interview with an Internship Provider within 11 working days after receiving

your Deposit and AIPx fee. However, we cannot and do not guarantee all your internship expectations will be met.

21. BEYOND AIP'S SERVICES AND GUARANTEES

- 21.1. We do not guarantee paid internships and any form of compensation from the Internship Provider. All applicants must be willing to accept such position before submitting their application. You agree that you will not and cannot refuse a position due to inadequate compensation.
- 21.2. We do not guarantee that the Internship Provider's office will be located within a specific area of your choice. We can only guarantee that the internship will be in your chosen destination and not in a certain district or sub district of your choice unless agreed upon otherwise in writing before commencing the placement process. You agree that you will not and cannot refuse a position due to the location of your internship placement.
- 21.3. We do not guarantee that the visa you obtain to intern in your internship destination will allow you to stay for the entire period of your internship. In such case, you will need to either make an extension at the local immigration office or leave the country to obtain a new visa, whether it is in a neighboring country, your home country, or your country of residence, whichever we suggest is an option for you. You acknowledge that the Program Fee does not cover any additional costs that may arise from this and that you are responsible for making your own arrangements according to our suggestion. You also agree that you are responsible for any consequences if you do not follow our suggestions.
- 21.4. We do not guarantee that the visa you obtain will allow you to legally earn income outside of the internship that we've secured. You

acknowledge that we do not approve of you earning income illegally and are not responsible for any consequences that may arise from such an event.

- 21.5. We do not guarantee that the internship offered will have specific elements that you desire. We can only guarantee that the tasks of the internship will be within your chosen field. This includes but not limited to the industry of the company, size of the company, and work environment of the company. You acknowledge and agree that you cannot decline an internship offer that the role is within your chosen industry.
- 21.6. We do not guarantee that the accommodation provided will be the same amongst all applicants. Accommodation may differ for each program participant depending on internship location, availability, and packages.
- 21.7. We do not guarantee that the accommodation will include kitchen, cooking appliances, kitchen utensils, swimming pool, gyms, and features that is not mentioned in Section 1.3.
- 21.8. We do not guarantee private bedroom or private bathroom. You may require to share a room with other program participants or others that are assigned by the accommodation provider. The room arrangements differ according to internship destination and packages.
- 21.9. We do not provide more than one internship suggestion at a time. We reserve the right to conclude the placement process once an internship of your chosen industry has been offered to you. In some cases, you may have multiple choices regarding your internship options where you may only select one. All remaining opportunities will automatically be

declined after you have selected a position. Once a position has been declined, you cannot later decide to pursue it.

22. OTHER TERMS

- 22.1. A person who is not a party to this Agreement shall not have any rights under or in connection with the Agreement.
- 22.2. The rights of the parties to terminate, rescind, or agree any variation, waiver or settlement under the Agreement is not subject to the consent of any person that is not a party to this agreement.
- 22.3. If a provision of the Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.
- 22.4. AIP reserves the right to audio and video record all interactions with you for admissions, quality control, and risk management purposes.
- 22.5. By submitting your application or making any payment to AIP including but not limited to the Deposit, Program Fee, AIPx fee, or any additional payment, you hereby fully acknowledge and agree to the latest edition of our Terms & Conditions. If you disagree to any of the additional or missing clauses from the initial edition that you have agreed to, you must notify us in writing and seek an agreement with us prior to making the additional payment.
- 22.6. If a provision of the Agreement (or any part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the

minimum modification necessary to make it legal, valid and enforceable or the parties shall negotiate in good faith to amend such provisions such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the parties' original commercial intention.

- 22.7. The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including no contractual disputes or claims) shall be governed by and construed in accordance with the laws of Singapore.
- 22.8. Each party irrevocably agrees that the courts of Singapore shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the Agreement or its subject matter or formation (including non-contractual disputes or claims).

You hereby agree to the terms and conditions as set above. If you are found to be in violation of any of the clauses listed above, Asia Internship Program reserves the right to pursue legal proceedings against you.