



ACKNOWLEDGEMENT OF ITEMIZED PROGRAM FEES

SUMMER WORK TRAVEL PROGRAM
 36 Park Avenue - Bay Shore, NY 11706
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 support@csb-usa.com | www.csb-usa.com

CSB International Representative (company name): _____

I (participant full name) _____, the undersigned, was provided, before any non-refundable fees may be charged to me, with the following itemized list of all costs I should expect to pay for my participation in the Summer Work Travel Program, as charged by CSB (sponsor) and the CSB International Representative (agency). I agree with the itemized program fees as listed below.

CSB Fees (Sponsor)		
Type of Fee	Amount	What does it include?
PROGRAM FEE		
Self-placement by participant and/or agent		All administrative costs, including application review and administration, English assessment (if applicable), job vetting, data verification, documents processing and shipping, arrival package, employer site visits (if applicable), arrival coordination (if applicable), Form DS-2019 edits, travel validation and vetting of replacement and/or additional jobs, validation, support and monitoring, emergency support
CSB-placement		
Walk-in		
Placement fee (CSB-placement)		Screening, selecting and coordination for CSB-placement option
Placement fee Tennessee, Missouri and South Carolina (CSB-placement, if applicable)	\$70	Placement processing, arrival coordination, SSN application, on site cultural opportunities and local program guidance for participants placed in TN, MO, and SC, under the CSB-placement option
Insurance	\$2.20 /day	Medical insurance for the length of the program, which is certified by the Form DS-2019
SEVIS fee (participants from Ghana only)	\$35	Payment of SEVIS fee, non-refundable
Expedited application service (if applicable)	\$50	Handling of the application and vetting
Change of placement before program start date (if applicable)	\$50	Vetting, handling of Form-DS2019, and express courier mailing
Rejected placements due to third party involvement	\$50	Vetting
Correction of Form DS-2019	\$50	Handling of Form DS-2019 and express courier mailing
Reinstatement (if applicable)	Pay.gov Fee	Pay.gov fee at current date, required for reinstatement by the U.S. Department of State
Replacement of Form DS-2019 (if applicable)	\$80	Handling of Form DS-2019 and express courier mailing
Program extension (if applicable)	\$80	Insurance extension, handling of Form DS-2019 and express courier mailing
Insurance Extension	\$2.20 /day	Medical insurance extension. Rates vary if an individual plan is chosen for extensions
Travel validation of Forms DS-2019	\$0	N/A - The participant must include a self-addressed pre-paid envelope
Vetting of additional job placements	\$0	N/A
Cancellation Policy		
Cancellation fee (before Form DS-2019 issued)	\$0	N/A
Cancellation fee (after Form DS-2019 is issued)	\$235	N/A
Cancellation fee (visa denial)	\$235	N/A
Cancellation fee (after visa issued)	No Refund	For exceptions due to Force Majeure Events, please refer to the Note 1 in the bottom.

CSB International Representative Fees (agency) Note: To make it clear, these fees are on top of the CSB fees

Type of Fee	Amount	What does it include?
PROGRAM FEE		
Self-placement by participant and/or agent		
CSB-placement		
Walk-in		
Administrative costs (not included in the program fee)		
Average Flight Costs		
Expedited application service (if applicable)		
SEVIS fee		
Visa Fees		
Discounts		
Other		
Cancelation Policy		

Other Program Expenses

Type of Fee	Amount	What does it include?
SEVIS fee (If not charged by CSB or agency)		Payment of SEVIS fee, non-refundable
Housing deposit and rent (if applicable)		Itemized on the job offer you will need to sign or must research the area, if applicable. <i>Placements in Tennessee, Missouri, and South Carolina for CSB-placement must pay a housing deposit of \$300 at the time the visa documents are issued. This specific deposit is fully refundable in case of visa denials. After arrival, the terms of the lease apply directly with the landlord.</i>
Transportation costs, pick-up and/or on site (if applicable)		Itemized on the job offer you will need to sign or must research the area, if applicable
Pocket money / Additional funds	\$1600	You must bring a minimum of \$1600 pocket money. This amount is exclusive of the housing expenses and transportation. Note: It may take up to 3 (three) weeks until the first paycheck will be issued. As a general rule, the stipend or wages might not cover all expenses and additional funds must be available at all times

Summer Work Travel Participant Signature: _____

Date: _____
 (month/day/year)

CSB International Representative Signature: _____

Date: _____
 (month/day/year)

Note 1: In case of **Force Majeure events preventing entry into United States:**
Option 1: Withdrawal with cancellation Fee: \$280 for Self-placement; \$480 for CSB-placement
Option 2: Deferral, at CSB discretion. If approved, subject to a renewal fee: \$150 for Self-placement; \$280 for CSB-placement
 See international representative for detailed policy, as signed in the partner agreement with CSB.