



individuals terms & conditions

The Person/Individual applying for Internship as detailed/identified on the completed Booking Form is hereafter denominated as the "CUSTOMER"

The company INI Intern-National Ireland Ltd (registered in Ireland No.479125), it's partner agencies, and suppliers are hereafter denominated as "INI"

Upon completion of the Booking Form and payment of the Booking Deposit, the following terms and conditions are agreed

individuals terms & conditions

1: Service

The CUSTOMER contracts the services of INI for the purposes of searching & securing an internship within Ireland or overseas, for the requested start date and duration and in accordance with procedures outlined in Article 3.

2: Additional Services

If requested by the CUSTOMER, INI can also provide accommodation, language course, taxi transfers for the CUSTOMER - all at an additional price. INI reserves the right to choose a homestay/host family without the consultation of the CUSTOMER.

3: Procedures

The CUSTOMER agrees:

- To provide all the requisite information required by INI in order to begin the internship placement process at least ten (10) weeks before the expected start date of internship.
- To disclose exact period of requested internship
- To provide a first preference sector choice for internship and a second preference in the event the first may not be attainable. INI reserves the right to provide the internship in the second preference providing that all reasonable efforts have been made to secure the first preference.
- To provide details about the CUSTOMER's training background as well as the CUSTOMER's CV and cover letter in English.
- To provide details about the accommodation request (if required), including information about any specific dietary requirements/restrictions, preference for pet/children in the home, and to disclose any information regarding medical condition of the CUSTOMER if there is a significant risk that the condition may emerge in a problematic way for the applicant while in receipt of services rendered by INI.
- To disclose if the CUSTOMER is a smoker/non-smoker in the event homestay accommodation is requested (e.g. if a member of the host family has a respiratory condition we cannot place a smoker into such a homestay)
- To provide a copy of appropriate health/travel/public liability insurance for the stay if requested by INI or host company for the internship.
- To provide a Police Background Check/Certificate if requested by the internship host company (for example, in the case of working with children this is a legal requirement)

4: Price & Payment

- For the services provided the CUSTOMER shall pay INI the price of the current net rate as detailed in INI's price list, less any discounts offered during the initial consultation. This includes internship placement fee, accommodation, language courses, airport transfers, and other additional requested services.
- All services shall be invoiced in Euro (EUR) currency.

- A booking deposit, detailed in the price list of INI, is payable by the CUSTOMER to INI on completion of the booking form. Failure to pay within 10 working days will result in the application being terminated. The booking deposit will be credited to the final balance payment of the CUSTOMER if/when the internship has been confirmed. The booking deposit will be refunded to the CUSTOMER in the event that INI is unable to secure an internship in the desired/requested sector. The booking deposit will not be refunded if the CUSTOMER cancels their request for an internship after the booking deposit has been paid by the CUSTOMER, and before the internship has been confirmed.
- 100% payment for all services must be made to INI by the CUSTOMER before the date of commencement of the first required service.

5: Confidentiality

Both parties agree to respect strict confidentiality about any part of these terms during the entire period of the services rendered. In line with data protection laws, the personal contact details or information of a sensitive nature of the CUSTOMER and the host company shall not be disclosed to any third party for marketing purposes or otherwise. The host company remains the client of INI at all times before, during, and after, the internship period – unless prearranged by agreement with all parties, or in exceptional circumstances, direct contact between CUSTOMER and host company shall be forbidden before the payment of the fees has been received by INI from the CUSTOMER. Under no circumstances shall the CUSTOMER be permitted to pass the contact information for the internship host company to any third party without the prior agreement of INI and/or internship hosting company, with exception in the event that a university/college/training institution must know the details of the internship for academic credit purposes.

6: Duration

The Terms & Conditions herein are valid from the date of submission of the Booking Form & payment of the Booking Deposit until the end of the requested internship, with the exception of Article 5 which does not have an expiry date.

7: Termination

In the event of a cancellation of the request for internship by the CUSTOMER the following cancellation terms shall be applied.

Situation	Cancellation
Applicant cancels after booking deposit is paid, but before internship placement is confirmed	Booking Deposit not refunded.
Applicant cancels after internship placement is confirmed, but before commencement of services.	100% of Internship Placement Fee due regardless of notice period. 2 weeks cancellation fee for accommodation due, if cancellation occurs within 1 month prior to commencement of services.
Applicant cancels during internship placement/stay	No Refund. Payment for all services retained.
InternNational Ireland fail to confirm placement	No fees payable, 100% refund.

8: Misconduct & Liability

Under no circumstances can INI be held liable for the CUSTOMER's difficulties resulting from the CUSTOMER's direct misconduct during the stay, this includes breach of: host company regulations, family guidelines, and local laws. The CUSTOMER shall answer personally for any legal consequences arising from the misuse of host company privileges and/or information, including intellectual property. INI reserves the right to refuse an alternative internship/accommodation placement in the event of difficulties resulting from the CUSTOMER's behaviour if that behaviour is deemed as malicious. INI is also not liable for the conduct of the internship host company, its employees, agents, or clients. INI is not liable for any loss of personal belongings, damage to possessions/property belonging to the CUSTOMER, additionally INI is not liable for the injury or death of the CUSTOMER while in receipt of any services rendered by INI.

9: Disagreement

Should there be any serious disagreement between INI and the CUSTOMER during the time of the internship, both parties agree to try and come to an amicable agreement within 15 working days from the receipt of a notice of such a disagreement.

Signed on behalf of the CUSTOMER (if not already agreed when Booking Form submitted on www.internhips.ie)

Date
Signed by (Print Name):
Signature:



Top Floor, 2 Castle Terrace, Malahide, Co. Dublin

T +353 (0)1 854 8012 **E** contact@internships.ie **W** www.internships.ie