

## teach and travel china registration

Please complete form **IN FULL** and write clearly in **BLOCK CAPITALS** Membership no. (if applicable)

### Personal Details

Family name  First name(s)

Permanent address in UK (home/parental)

|                               |                              |
|-------------------------------|------------------------------|
| <input type="text"/>          |                              |
| <input type="text"/>          |                              |
| Town <input type="text"/>     |                              |
| Postcode <input type="text"/> | Country <input type="text"/> |

Male  Female  Marital status

Date of birth  /  /  Age in years

Active religion (if any)

Tel no.

Do you smoke? YES  NO

Mobile

Do you hold a clean driving licence? YES  NO

E-mail

### Passport Information (Exactly as in passport)

Town of birth  Passport number

Country of birth  Country of issue

Nationality  Date of issue  /  /  Date of expiry  /  /

### Emergency Contact Details (Name and address of an emergency contact during your proposed trip ie. parent or guardian)

Full name  Address

Relationship

Tel no.  Town

Mobile  Postcode  Country

E-mail

### Programme Information

Which programme are you applying to? Six month (January start)

Six month (July start)

Will you be taking a BUNAC arranged flight? YES  NO

Your name, telephone number, e-mail and home town will be sent to all participants travelling on the same date as you. If you would prefer to withhold this information, please tick this box



# Application Process

1. Following this application BUNAC will send you the Teach and Travel China (TTC) Application pack to complete. (This will include a short English test). We will also invite you to attend an Interview
2. We will provide application information on the following: a) Visas b) Criminal Record's Bureau (CRB) Check c) Insurance d) Flights (where appropriate)
3. Your completed TTC Application Pack forms will be sent to China for placement.
4. BUNAC will confirm the issuance of your visa, your flight booking and insurance.
5. Any outstanding payments (flights, insurance, visa and programme balance) must be paid no less than eight weeks before your departure date.
6. Notification of placement. This is expected to be confirmed approximately two weeks prior to travel.

## Application Declaration

I confirm that the statements made on this form are true and know of no reason why I may be refused a visa. I have read the programme information and the programme Terms and Conditions. I understand them and agree to be bound by them. I understand that my application may be rejected if I provide any false information.

Signed \_\_\_\_\_

Date

/ /

Please send your complete application to:

*Teach and Travel China*

BUNAC, 16 Bowling Green Lane, London, EC1R 0QH.



### Document check-list:

- Completed application
- Registration fee
- CV
- Four passport photos
- Copy of your birth certificate and passport
- Signed Terms and Conditions.

## teach and travel china terms and conditions

### Teach and Travel China

Any applicant intending to participate on the programme must enter into this agreement. It sets out the terms and conditions between the applicant, BUNAC and the local partner organisation.

### Definitions

The following definitions are used: "BUNAC" / "We" refers to BUNAC Travel Services Limited. "TTC" / "Partner" refers to Teach and Travel China who are the supporting organisation in China. "You" / "the participant" / "I" refers to the person named on the programme application form.

I agree that:

### Prior to Arrival in China My application

1. BUNAC retains the right to refuse any application it deems unacceptable for any reason.
2. BUNAC retains the right to change its published prices due to currency fluctuations or for any other reason.
3. I must pay for my programme and flights (where booked via BUNAC) by the due date or risk cancellation from the programme.
4. I understand the duties and functions of an English Language teacher and I am committed and able to teach English in China for the programme period specified.
5. My level of English is suitable and appropriate to teach English in China.
6. I am committed to carrying out my teaching duties and other responsibilities during the programme in a professional manner and to the high standards set by BUNAC and TTC.
7. I will willingly participate in the educational and cultural opportunities available to me while on the programme.
8. I am sufficiently fit and healthy to undertake and complete the programme.
9. I will purchase the travel insurance package supplied in conjunction with the programme.
10. All information provided in my application is true and complete.

### Travel

#### 1. BUNAC arranged flights:

- a. BUNAC will confirm flight prices and departure details after the application closing date. Payment for flights and insurance will be due within ten days of confirmation being posted.
- b. All bookings are round trip flights from London. BUNAC will make every effort to maintain its published programmes and to minimise the effects of matters

beyond its control but cannot accept any liability for these matters. They include, but are not limited to: terrorism, political disputes, borders or airport closure, airline failure or schedule changes.

- c. Booking and transfer conditions will be confirmed separately following your acceptance on to the programme.

#### 2. Independent travel:

I understand that I must provide BUNAC with evidence of a return or onward flight from China prior to starting the programme. I will arrive to start the programme on the date specified by BUNAC.

### Insurance

You must purchase the BUNAC travel insurance prior to departure. BUNAC requires that you purchase adequate insurance to cover your whole trip as per the dates given to BUNAC. The period of insurance can be extended whilst you are away. This is done through BUNAC's London office and payment for the new period of insurance MUST be made prior to the expiry of the original policy. Policy extensions will not cover the reoccurrence of a condition or situation for which a claim has already been made on a previous period of the insurance. Insurance prices are reviewed annually and premiums/cover may change. Full terms and conditions are given in the Insurance Certificate.

### Visa

1. I will leave China upon the expiry of my visa.
2. I understand that if I leave the programme prior to completion, my visa will be cancelled.
3. The visa fee is not refundable once a visa application has been made.

### While in China Conduct and behaviour

1. I will co-operate fully with programme supervisors on behalf of and in co-operation with TTC and abide by any reasonable instructions they may give me.
2. If I engage in behaviour that is deemed inappropriate for my role as a teacher in China, BUNAC or TTC may eject me from the programme with no refund.
3. I will obey all Chinese laws, customs and rules that apply to all foreign teachers while working at schools in China.
4. If I do not complete the programme or I overstay my visa, I will forfeit my completion bonus, my visa may be cancelled and I will not be entitled to a refund.
5. I will not accept any other form of paid employment in China for the duration of my programme.

### Rights and liabilities

1. Any images taken of me while on the programme belong to BUNAC and their partner and I waive any rights to these images.
2. I will not hold BUNAC, its officers, partners, affiliates, agents or employees liable for any loss, damage, personal injury, delay or expense suffered or incurred by me for any reason.
3. BUNAC, its officers, partners, affiliates, agents or employees may, without liability or expense to themselves, take whatever action they deem appropriate with regard to my health and safety and may place me in a hospital or health-related facility for medical services and treatment or, if no hospital or health-related facility is readily available, may place me in the hands of a local medical doctor or health provider for treatment or service.

### Other matters

1. Indemnity: I indemnify, without limitation, BUNAC, its officers, partners, affiliates, agents or employees, against any loss or damage suffered by any of them or any claims made against any of them as a result of any breach or negligence by me during my participation on the programme.
2. Complaints: If I want to complain about any service provided by BUNAC, its partners, affiliates or agents, I will first inform the supplier of the service in order to give the supplier the chance to rectify the problem. If the supplier does not satisfactorily rectify the problem, I will put my complaint in writing to the supplier and at the same time inform BUNAC by e-mail or in writing. BUNAC will do its best to rectify the problem. No complaint will be considered if the above procedure is not followed.

3. Force Majeure: BUNAC does not accept any responsibility or liability for changes or programme cancellations in the event of war, threat of war, terrorism or threat of terrorism, fire, sickness, bad weather, acts of government or local authority, industrial action, acts or nature or other events or circumstances which amount to a "force majeure".

### Cancellation

Once you have made a programme application the following cancellation charges will apply:

1. If you withdraw your application before the interview date, the cancellation charge will be £25
2. If you cancel within seven days of attending your interview, the cancellation charge will be £35
3. Otherwise the following cancellation charges will be applied to the payment made in respect of the programme fee and flight cost:

| Period before intended programme start date        | Cancellation charge |
|--|---------------------|
| More than 56 days                                  | 20%                 |
| 56 to 43 days                                      | 30%                 |
| 42 to 29 days                                      | 60%                 |
| 28 to 7 days                                       | 80%                 |
| Within 7 days<br>(or if you fail to join the trip) | 100%                |

Notification of cancellation must be made in writing to BUNAC and is only effective from the day that it is received by BUNAC, even if telephoned beforehand.

I, the undersigned, have read, understood and agree to be bound by the terms and conditions above.

Applicant's signature: \_\_\_\_\_

Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Please note, the information in this publication is believed to be correct at the time of printing. Any errors or omissions are deemed to be inadvertent and beyond our responsibility.

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