

The following Terms and Conditions apply to all Participant(s) or applicant(s) (hereinafter "you", "your", or "Applicant" or "Participant"), in any internship, training, language course or similar offering referred hereunder as the "Program" offered by CRCC Asia Limited, a company incorporated in Hong Kong with registered number 1289657 and having its registered office at Rooms 1318-20, 13/F Hollywood Plaza, 610 Nathan Road, Mongkok, Hong Kong and/or any of its subsidiaries (hereinafter referred to as "We", "Our", "us" "the Company" or "CRCC Asia"). The copyright in and to the terms and conditions belongs to the Company and any copying of the terms and conditions without our prior written permission constitutes an infringement of our legal rights and we will take legal action if necessary.

1. By paying the Program fee or the deposit to us, you agree to be bound by the following terms and conditions as described below.
2. In return for the receipt by us of the Program fee, We undertake, subject to these terms and conditions, to do the following:
 - (a) to arrange for the provision to the Participant of an unpaid work placement with an internship company (the "assigned internship company") or training course or language course or combination of those in China as part of the Program (referred to as a "placement");
 - (b) to provide the Participant with furnished accommodation in China (the "designated accommodation") and with the payment of bills related to the designated accommodation including, gas, electricity and water, provided that for each designated accommodation We shall only be responsible for the payment of any electricity bill in respect of no more than 200 units of electricity per month and the payment of any electricity usage above that threshold in any month shall be for the Participant's own account;
 - (c) to provide transportation of the Participant from either Beijing International Airport or Shanghai Pudong International Airport whichever is the closest airport to the location of the Participant's Program to the designated accommodation at pre-agreed times;
 - (d) to provide contact details to the Participant of representatives in Beijing or Shanghai (or such other location as from time to time may be applicable) in case of any difficulties or problems experienced;
 - (e) to provide a welcome meal and induction course for the Participant.
- For the avoidance of doubt, Our responsibilities are limited solely to those set out in this Section (2).
3. We retain all rights to reject the application of any person We deem unsuitable for our Program, at our own discretion.
4. All deposits are non-refundable unless the Program has been cancelled by Us without the Participant's consent or a refund is decided upon at Our discretion.
5. The remaining balance of the Program fee must, unless an alternative schedule for payment is arranged with and approved by a member of Our staff in writing, be paid to us within 30 days of the deposit payment or six weeks before the proposed departure date of the Participant (whichever is sooner) or the placement can be cancelled at our discretion and no refunds given unless by prior arrangement.
6. If an Applicant has paid the full amount of the Program fee and wishes to cancel a placement prior to starting the Program, then this must be done via a written cancellation request, sent by registered mail to the address of the office of CRCC Asia dealing with the Applicant's application to participate in a Program. Upon receipt of a cancellation request by us from the Applicant, a 50% refund of the Program fee, minus the deposit, will be given by us to the Applicant, except where the cancellation request is received by us fewer than 8 weeks before the proposed departure date of the Applicant, in which case, no refund will be given.
7. Unless previously agreed, if a Participant wants to change the dates of their Program or change to another Program after paying the deposit, a £100 or US\$160 (as applicable) administration fee will be charged. If such a request is made within 8 weeks of the Program start date or after an invitation letter has been issued We reserve the right to refuse it or apply an additional charge.
8. Unless previously agreed, if a Participant wants to extend or change his/her Program once he/she has begun the Program, the Participant will be charged our relevant Program extension fees, details of which can be obtained from your local CRCC Asia office. Such requests must be made at least two weeks prior to the Program start date immediately following the date upon which the Participant's original Program ends. We reserve the right to refuse any such requests.
9. In the event that a Participant decides to discontinue his/her Program after it has started but before it is due to end for any reason, no refund will be given by us.
10. If, for whatever reason, We have to cancel one of our Programs prior to the Participant starting the Program and for reasons which are in no way attributable to the Participant, a full refund of the Program fee including deposit will be given to the Participant. No compensation will be given by us for any other costs incurred in relation to the Program by the Participant or any other person.
11. In the event that a Participant is refused an appropriate visa or suitable alternative by the Chinese Authorities, a full refund of the Program fee minus deposit will be paid, but no compensation will be given by us for cancellation of flights or any other costs incurred by the Participant or any other person.
12. The content and information displayed on our website and other promotional material is believed to be valid and correct but We are not liable, and you shall not hold Us responsible, for any misinformation or ambiguities in such content. The Program fee is subject to change without notice and you may be liable for any increased Program fee unless your full Program fee has already been paid to us.

13. We reserve the right to change our suppliers and the format of our Program as and when necessary at our discretion and without requiring the consent of the Participant. We will however endeavour to provide as similar a Program as possible at all times.
14. It is the responsibility of the Participant to confirm whether or not the Program fee includes the fee required for his/her visa application (the "visa application fee"). If the visa application fee is included within the Program fee, We will use reasonable endeavours to obtain the Participant's visa prior to the commencement of the Program, provided that if, for reasons outside of Our control, the Participant's visa cannot be obtained at all or prior to the commencement of the Program, it will, other than in the circumstances set out in clause 11 above, be at Our discretion as to whether We will reimburse all or part of the visa application fee to the Participant. If the Program fee does not include the visa application fee, it will be the responsibility of the Participant to obtain his/her visa, provided that in circumstances where there may be difficulties in obtaining the visa, We will use all reasonable endeavours to assist the Participant with his/her application and best resolve the application to the mutual benefit of the Participant and Us. We are not, and you shall not hold us, responsible or liable for any damages or costs relating to the loss of or damage to your passport or any other personal property at any part of the visa process, during the Program, during transit or during registration with the Chinese authorities or other third parties.
15. We are not responsible or liable for changes or cancellations to the Program under any of the following circumstances; war or threat of war, terrorism or threat of terrorism, fire, sickness, environmental or climate concerns, acts of government or local authority, or any other event or circumstance which amounts to a "force majeure" and in such cases no refund or compensation for any loss will be given to the Participant by us unless otherwise decided at Our discretion.
16. It is your responsibility to be aware of any national holidays or other events in the PRC that may change the nature of your Program. While most companies operate a Mon-Fri 9AM-5PM working policy, some may have different requirements and We cannot be held responsible for this.
17. International flights are not included in the cost of any of our Programs. You must buy your own airplane tickets to fly to the PRC. We are not responsible to you for any damages or costs due to any action, negligence or event relating to the purchase or operation of flight tickets or flights. We are also not responsible for any costs or refunds due to changes or delays in flights. In some locations, such as US and UK, Participants' contact details will be forwarded to a designated contact at our partner flight and insurance provider, however it is the Participant's choice whether to use our recommended provider or not and We take no responsibility for any consequences arising from this decision.
18. Transportation of the Participant from the agreed airport in China outside the hours of 9am to 9pm or not on the specified arrival day will incur a charge of £100 or US\$160 (as applicable). If you do not notify Us of your flight arrival details at least one week prior to arrival in China, We cannot guarantee an airport pickup.
19. If the Participant should experience any problems whilst partaking in our Program, he/she must immediately inform us in writing by email or letter to the email or postal address of the CRCC Asia office that is the local to the location of the Participant's Program, with a clear explanation of the problem. In such an event, We will discuss the problem with the Participant and will discuss ways in which the problem can be solved. We are not responsible for any conversations or anything that is said by us or on our behalf unless it is recorded in the written form either in an email or letter sent by us to you.
20. The Participant agrees to abide by and/or otherwise comply with any applicable rules and/or internal policies or guidelines of the assigned internship company, training course provider or language course provider. The Participant agrees to discuss any problems in his/her placement with our staff prior to discussion with any third party, such as the assigned internship company. If the assigned internship company terminates a Participant's placement prior to the end of the stated time as a result of the Participant's inadequate or unhelpful participation or prolonged or repeated absence from work, no refund of Program fees will be given in this situation and We are under no obligation to provide another placement. In such a case, the Participant will be required to leave the designated accommodation within two days of being informed by us to do so.
21. If the Participant wishes to terminate his/her placement prior to the end of the time stated in the offer letter for any reason, he/she must provide Us with written notice, clearly stating the reasons for such a decision. No refund of Program fees will be made in this situation, no other placement will be offered and the Participant will be required to leave the designated accommodation within two days of being informed by us to do so.
22. We, our affiliate agencies, suppliers and members of staff are not liable for any case of injury, accident or sickness suffered by the Participant, or theft or damage to the property of the Participant in relation to or in connection with our/their services provided in respect of the Program.

23. All Participants are responsible for their own safety during the Program and neither the Company nor the assigned internship company is responsible or liable for any accident, sickness, loss, damage, expense or hazard encountered or incurred by the Participant during the Program.

24. The Participant is responsible for ensuring that he/she has purchased full, comprehensive insurance prior to departure to China, which will cover him/her for the duration of the Program and which includes but is not limited to travel, health, medical and personal liability insurance. The Participant must bring all relevant insurance documents with him/her to China. Neither the Company nor its employees is liable for any medical advice given by Ourselves or third parties.

25. In situations where the Participant does not comply with the rules of the assigned internship company or rules of our Program or the laws of the People's Republic of China, We may cancel the Program of the Participant by notice to the Participant and no refund will be granted to the Participant and the Participant will be required to leave the designated accommodation within two days of being informed by us to do so.

26. Participants will take full responsibility for their conduct at all times during the Program. The Participant will not act irresponsibly, break the law of the People's Republic of China, or put themselves or others in dangerous situations, and if they do, will be responsible for the consequences.

27. We reserve the right to expel a Participant from the Program by notice to the Participant at our own discretion for reasons including but not limited to breaking the law of the PRC, bullying or harassment of other Participants, anti-social or unreasonable behaviour or unfit conduct towards other group members, Our representatives or the assigned internship company or excessive absence from work. In such instances, We retain the right to immediately eject the Participant from his or her designated accommodation and cancel the Program of the Participant.

28. We take no responsibility and are not liable for any third party behaviour or actions including but not limited to that of the assigned internship company and employees at the designated accommodation.

29. We take no responsibility and are not liable for (a) any accidents that take place at any third party locations including but not limited to the premises of the assigned internship company and the designated accommodation; and (b) any damages to the assigned internship company during a Participant's placement with it, which, in all cases, the Participant shall be responsible and liable for. It is the Participant's responsibility to ensure that he/she purchases personal liability insurance prior to the commencement of the Program.

30. We reserve the right to make charges for any missing or damaged items from the designated accommodation or for any additional cleaning or repair charges to the designated accommodation that may be incurred during the Program. The Participant agrees to pay these charges as notified to the Participant in writing in full to Us within 14 days of finishing the Program.

31. Guests are not allowed to stay in the Participant's designated accommodation unless this is requested in writing to Us prior to the Participant's arrival. Guests will only be allowed to stay in the Participant's designated accommodation if prior consent in writing is given by Us. In the event that guests stay in the designated accommodation without our consent, the Participant may be required to leave the designated accommodation within two days of being informed by us to do so.

32. Participants must inform us of any travel abroad or any other unavailability of passport for visa processing during the six weeks prior to starting our Program. 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.

33. If an Applicant is unwilling or unable to let the nearest CRCC Asia office to the Applicant process or advise on the processing of their PRC visa, and for whatever reason a visa of incorrect length or type is granted, we will use reasonable efforts to assist in attempting to amend the visa, or process another visa, with the relevant PRC authorities, but take no responsibility or liability for any consequences arising from the issue of the incorrect PRC visa or any attempt to amend the visa or process the issue of another visa.

34. In instances where the assigned internship company demands it, the Participant agrees to sign a Non Disclosure Agreement with the assigned internship company. Regardless of whether or not the assigned internship company requires a written Non Disclosure Agreement, the Participant agrees to respect and keep confidential the Intellectual Property and any confidential information of the assigned internship company.

35. We are not responsible for the workload provided by the assigned internship company whether it is of a high intensity or low intensity. In such situations, the Participant should discuss the problem with Us and We will endeavour to resolve the issue accordingly.

36. To comply with Visa regulations of the PRC, you must notify us if you have any of the following: Mental disease, Venereal Disease, Tuberculosis, HIV, Leprosy or other infectious diseases.

37. Our aggregate maximum liability is limited to the amount of the actual cash paid by you to Company for the Program.

38. These terms and conditions and this agreement shall be governed by, and construed in accordance with, Hong Kong law.

39. Any dispute, controversy or claim arising out of or relating to these terms and conditions or this agreement, including the validity, invalidity, breach or termination thereof, shall be settled by arbitration in Hong Kong under the Hong Kong International Arbitration Centre Administered Arbitration Rules in force when the Notice of Arbitration is submitted in accordance with these Rules. The number of arbitrators shall be one. The arbitration proceedings shall be conducted in English.

40. This agreement constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

41. Each party acknowledges that, in entering into this agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this agreement.

42. A person who is not a party to this agreement shall not have any rights under or in connection with it.

43. The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this agreement is not subject to the consent of any person that is not a party to this agreement.

44. If any 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 this agreement, and the validity and enforceability of the other provisions of this agreement shall not be affected.

45. 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 Company and the Participant shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the original commercial intention of the Company and the Participant.

Please let us know if you are currently on medication that We need to be aware of. If so, please list the details here:

Please let us know about any medical conditions/history (e.g. allergies) that We need to be aware of. If so, please list the details here:

I have read and agreed to the terms and conditions above, which are applicable to all of the Company's Programs.

| Participant: | Next of Kin contact: |
|-------------------------|----------------------|
| (Signature) | (Name) |
| (Name – Block Capitals) | (Mobile number) |
| (Date) | (Email address) |