

## What VIP Requires

While specialised training is not usually required for VIP, we look for many qualities that make a successful volunteer: maturity, flexibility, common sense, enthusiasm, reliability, and sensitivity. Your host community will benefit most from your sincere commitment and open-minded curiosity about local culture and individual lives.

## Some Specific Requirements Usually Apply

Anyone 18 or older may apply.

Skilled and unskilled volunteers are welcome. You must be healthy and fit enough to adapt to living and working where conditions may be strenuous and where accommodations are basic.

Applications are accepted all year round. You should apply at least 2 months before you expect to start.

In addition to the application form, you will need to provide references and medical information. Certain placements may also require proof of professional certification and/or a background record check. If your programme includes a homestay, you will be asked for a "Dear Family" letter and photographs.

### **APPLICATION AND FEE PAYMENT**

Application for VIP must be received by EIL UK at least 60 days prior to the date of departure.

An initial payment of 50% of the programme fee must be made before your application is sent abroad, with the balance due within five business days of receiving your volunteer placement. If you are unable to pay your balance when you are placed, that could result in cancellation of your project.

### **REFUND POLICY**

- If EIL is unable to place you within 14-days of your programme start date, or the programme is cancelled prior to departure, all payments, less £50, will be refunded. You may request that EIL UK continue to look for a placement for you. Please note: If EIL UK are successful in placing you after the 14-day opt-out policy above, and you decline the placement, you do not qualify for any refund.

- If you cancel your programme after acceptance of application and prior to placement confirmation 20% of the programme fee will be forfeit. The remaining 30% paid as deposit will be refunded.
- If you cancel your programme after notification of placement 50% of the programme fee will be forfeit.
- If you cancel on the programme start date or after the programme start date and while you are on the programme you decide to leave early, there are no refunds to any portion of the fees you paid.
- All cancellations must be in writing. Email transmission is acceptable. EIL do not accept cancellations by telephone. If you choose to cancel your programme, your cancellation will become effective from the day EIL receives this notification.
- Applicants are strongly advised to purchase trip cancellation insurance.

#### **YOUR RESPONSIBILITIES**

- To determine your own suitability to undertake the VIP programme, after considering any medical or other safety risks.
- To obey all rules of the project and / or host family, and to respect all safety, health, legal, political, cultural and religious customs.
- To be completely responsible for your own safety and to exercise caution and common sense at all times and be aware of local safety or health risks.
- To be fully accurate and truthful in your application.

#### **PROJECT EXTENSIONS AND CHANGES**

- If you would like to change the dates or any details concerning the programme, you can do so at no extra charge by contacting us at least 30 days before your start date.
- If you change your programme location less than 30 days before your departure, you will be charged an additional £50 change fee. If you change your departure date less than 30 days before the original departure date, you will be charged an additional £50 change fee.

#### **IMPORTANT MATTERS YOU MUST UNDERSTAND**

- You may be dismissed from the programme at any time if EIL, the host family, host organisation or governmental authorities determine that your continued participation would be detrimental.

- Living and working conditions may be very different from what you are used to, and may be far from transportation and other amenities.
- You are responsible for airfare or other charges resulting from cancellation or change in your programme, regardless of the cause.
- EIL UK sometimes relies on foreign partners or agencies for information regarding their programmes; while this information is believed to be accurate, EIL makes no representation or warranties about the accuracy of this information.
- Applicants must accept their placement unless they have a valid reason to decline (such as health and allergy reasons), or issues with the adequacy of the accommodations (such as a shared bedroom), which must be communicated to us in writing within 24 hours after placement is received. EIL UK has the sole discretion to determine whether an applicant is entitled to decline a placement.
- If you choose to leave the volunteer project early, you must notify the in-country coordinator(s) and EIL. Neither the in-country coordinator(s) nor EIL UK will be responsible for you or any additional costs you incur because of your choice to leave the project early. Programme fees are not refundable in this case.
- The eating and living facilities at your placement will be of a local standard, and may differ from what you are accustomed to in your home country. You are expected to adapt to and show respect for local living conditions.
- Commutes between projects, accommodations and a city-centre can vary and may be well over an hour in certain locations.
- EIL UK are not liable for cancellation, alteration or delay caused by circumstances beyond our control, such as threat of war, sickness or quarantine, crime, terrorism, weather, acts of government, or acts of God.
- English law shall apply to any and all claims against EIL Limited and all proceedings shall be within the exclusive domain of the English courts.

**Flight Information:**

Full flight details must be provided to EIL UK at least 2 weeks prior to departure.

**Insurance:**

Adequate medical and travel insurance is compulsory for the duration of the visit, regardless of programme type and length. EIL UK will require a copy of this policy at least 2 weeks prior to travel.