

# THE PASSPORT

## Work & Travel Services Limited

Address: Unit 8, 18 Balmoral Ave, Kingston

Website: www.thepassportja.com

Phone: 876-671-9392/876-440-3849

### **J-1 Camp Counselor Program Terms and Conditions 2026 - LifeTraveled**

The applicant agrees that all information provided at the time of registration and or in any other document provided to The Passport Work & Travel Services Limited and program sponsor is factual. Additionally, participants who present any false, fraudulent, or misleading document will be immediately dismissed from the program and charged a penalty of US\$150.

#### **SECTION 1: PURPOSE OF THE PROGRAM**

I understand that the purpose of the exchange visitor program being offered by The Passport Work and Travel Services Limited and Sponsor is to:

1. Promote international understanding by enhancing American knowledge of foreign cultures, while enabling foreign participants to gain a deeper understanding of American culture. This goal is achieved through participation as a camp counselor, where participants are directly responsible for supervising groups of American youth and managing activities at a summer camp.
2. Foster cultural exchange by encouraging the sharing of ideas and experiences, so that participants can return to their home countries with broadened perspectives and share their cultural insights and learnings with their communities.

#### **SECTION 2: ROLE OF SPONSOR AND PROGRAM SPONSORSHIP**

1. I understand that Sponsor is a designated J-1 Camp Counselor program sponsor authorized to administer J-1 Camp Counselor Programs. I acknowledge that Sponsor is primarily a cultural exchange organization and not an employment agency. Sponsor is responsible for my safety and well being and to ensure the rules and regulations of the program are followed. Sponsor ultimately has the authority to determine program violations and repercussions.

#### **SECTION 3: SERVICES PROVIDED BY SPONSOR**

1. Confirm participant's eligibility to participate in the requested J-1 Exchange Visitor Program according to the most updated program regulations.
2. Ensure the participant receives a job offer from their host camp which, at a minimum, discloses:
  - a. Duties and responsibilities relating to their service as a camp counselor.
  - b. Contractual obligations relating to their acceptance of a camp counselor position; and
  - c. Financial compensation for their service as a camp counselor.
3. Ensure participants receive the same pay and benefits as their American counterparts.
4. Provide J-1 participants with insurance that meets or exceeds the requirements outlined in 22 CFR 62 - Exchange Visitor Program.
5. Provide an applicant with a DS-2019 document, which they will need to apply for their J-1 Visa in their home country.
6. Pay the SEVIS Fee I-901 and send the participant a SEVIS receipt.
7. Provide candidates with J-1 sponsorship for the approved category in which they have applied, along with all mandatory roles and services of a designated sponsor as outlined in 22 CFR 62 – Exchange Visitor Program, for the duration of their program.

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8. Create an exchange visitor profile in SEVIS on behalf of the participant.
9. Provide the participant with a detailed pre-departure orientation as well as orientation materials, including a Participant Handbook with useful information on assimilating into American society.
10. Provide 24 hour support through an emergency hotline.
11. Constant communication and monitoring for the duration of the program.

### **SECTION 4: CANDIDATE'S OBLIGATIONS**

The Candidate agrees:

1. To comply with all program requirements and submit to The Passport Work and Travel Services Limited the corresponding supporting documents. All fees must be paid in a timely manner to be considered for the program.
2. To attend all interviews, including telephone interviews or Skype/Google Meet interviews, at the pre-arranged time organized by The Passport Work and Travel Services Limited and Sponsor.
3. Do not decline more than one interview with potential Host Camps. Ensure to notify the Passport of ALL interview schedules.
4. The Candidate understands that he/she needs to do research about the Host Camp before accepting an interview. Once the Candidate has accepted an interview with a Host Camp, he/she has to accept the position if the interview is successful. Declining of the offer and the position after a successful interview will be subject to an administrative fee as described in this agreement.
5. **The Candidate understands that The Passport Work and Travel Services Limited does not have control over decisions on placement or can confirm any placement with Host Camps. The Candidate has the option to withdraw from the program at any time while accepting the refund clause or remain with their application for next available placement or program intake.**
6. To provide all necessary/requested authentic/truthful documentation in a timely manner or there will be consequences.
7. To submit payment of the program fees in a timely manner (The due date will be indicated on the payment invoice or email notification).
8. To secure his/her housing before arrival in the United States unless provided by the Host Camp for the duration of the stay in the USA.
9. To observe and respect the American culture and comply with all laws and regulations of the USA (included but not limited to all laws in relation to the Exchange Visitor Program) as well as the Host Company's internal regulations. Failure to comply, will result in disciplinary action up to and including immediate termination and returning home.
10. To perform his/her duties during the program, as described in Article 1 of this agreement, at a high standard and with all due skills, care and attention consistent with the level of the knowledge, experience or education which the Candidate has represented to the Service Provider and the Host Company.

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### **CANDIDATE'S RESPONSIBILITIES.**

The Candidate is responsible and liable for:

1. All transportation costs to, from and within the USA.
2. All of his/her living expenses such as food, transportation and housing unless provided by the Host Camp for the duration of the stay in the USA.
3. All medical expenses and bills that are outside the coverage of the medical insurance.
4. Reading all emails, documents, agreements, informational handouts and guidebooks provided to the Candidate by The Passport Work and Travel Services Limited and Sponsor.

### **SECTION 5: ELIGIBILITY**

I verify that I meet the following requirements for the program I am applying for:

1. I am at least 18 years old.
2. I am a certified youth worker (that is actively working with children), student, teacher, or have special skill as determined by Sponsor (which is based on need).
3. I speak and understand English at an intermediate or advanced level. I understand that my English level will be assessed during a scheduled interview with The Passport Work and Travel Services Limited associate and through a written evaluation.
4. I will submit all required registration documents as outlined by The Passport Work and Travel Services Limited and Sponsor.
5. I will participate in cultural activities while living in the U.S. and will provide documentation of my participation to my Sponsor.
6. I understand that Sponsor has the final decision of my eligibility and may decline my application for any reason before the issuance of my DS-2019 document.

### **SECTION 6: GENERAL TERMS AND CONDITIONS**

1. I agree not to start my Camp Counselor Program prior to the start date on my DS-2019 form or work beyond the end date on my DS-2019 form. I understand that I must return home within 30 days after the end date on my DS-2019 form, and I may not work or earn money during that period.
2. I understand that I must check-in with Sponsor within 72 hours after arriving in the United States to activate my SEVIS account. Failure to do this within stipulated time by your US Sponsor will automatically cancel my program.
3. I understand that if I do not comply with the rules, regulations and requirements set by Sponsor that the Sponsor has the authority to terminate my program early and require me to return home immediately without a refund.
4. I will check my emails at least once every other day and respond to all messages from the Sponsor.
5. I understand that I must complete a monthly check-in with Sponsor where I will update my status and send evidence of participation in cultural activities.
6. I agree to protect and hold the Sponsor harmless, its officers and directors, employees and its affiliates and their respective successors, assigns, and any other controlling persons, against any loss, liability, claim, damage, and expense of any kind (including, but not limited to, all reasonable expenses incurred in

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investigating, preparing for, or defending against any litigation initiated or threatened, or any claim whatsoever) arising from or related to the services contemplated by this agreement.

7. I will declare any known medical history which would affect my ability to participate in the program or the position I was selected for.

8. I understand that I may not be allowed to engage in any other activity for money for the duration of my J-1 program besides the duties and responsibilities outlined by my host camp. This includes second jobs for other companies. If I am caught working a second job, without permission, my program will be immediately terminated, and I will be required to depart the country without a refund.

9. I agree that any photos, testimonials or videos I sent to The Passport Work and Travel Services Limited and Sponsor may be used in promotional materials.

10. I will not attempt to change my visa status while in the United States. I understand that any future visa applications must be initiated from my home country and that Sponsor does not support change of visa status.

11. I understand that it is recognized that some non-counseling chores are an essential part of camp life for all counselors. This may include duties such as cleaning cabins or bathrooms, setting up events, helping with maintaining equipment, cleaning up after activities or events. However, this program is not intended to assist American camps in bringing in foreign nationals to serve as administrative personnel, cooks, or menial laborers, such as dishwashers or janitors. If I feel this requirement is not being followed, I will inform Sponsor.

12. I understand that by signing a job offer, I am making a commitment to a U.S. summer camp. Failure to abide by the terms of the contract could result in early termination of my program. If I am terminated by my host, I may be required to return to my home country.

### **SECTION 7: J-1 VISA APPLICATION**

1. I understand that the J-1 Visa is a non-immigrant visa and that this program is not a way to obtain a permanent job in the U.S. or a way to immigrate. Further, I understand that I am expected to return to my home country at the conclusion of my program.

2. I have a valid passport that will not expire for at least six months after my program ends. I understand my DS-2019 Form is NOT a visa but is required for my ability to participate in the program in the USA. I understand that I must take the DS-2019 Form and other required documents to the U.S. Embassy or Consulate to apply for a J-1 visa in my home country.

3. I understand that I cannot change my program dates once my DS-2019 has been issued unless authorized by Sponsor and a new DS-2019 is issued at an additional cost.

4. I understand that if I need to leave the United States during my program, I must have prior authorization from Sponsor at least two weeks before my departure. Failure to do this will result in my inability to re-enter the country.

5. Neither the Sponsor is not responsible nor The Passport Work and Travel Services Limited have any influence as to whether the J-1 visa is approved at the US Embassy. Proof of eligibility to qualify for a J-1 visa lies solely with the applicant.

6. I understand that I may be subject to the Immigration and Nationality Act, Section 212(e), also referred to as the two-year home-country physical presence requirement. This may prevent me from applying for H, L or K visas for up to 2 years after the completion of my program, unless a waiver is granted.

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### **SECTION 8: INSURANCE**

1. I understand that my insurance coverage begins on my program start date. The insurance coverage ends on the Program End Date as listed on my DS-2019.
2. I understand that I must have medical insurance for the duration of my program, and I agree to accept the insurance policy provided to me by Sponsor.
3. I understand that I should always call the insurance provider before seeking medical attention to be preapproved for procedures whenever possible. I understand that failure to be pre-approved could result in liability for unwanted medical expenses.
4. I understand that I am responsible for all medical bills incurred during my program that are not covered under the provided insurance. Furthermore, I understand that the Sponsor is not liable for any expenses I may incur.
5. I understand that the coverage provided to me by Sponsor is intended for emergency and urgent medical situations only. It is not intended for routine maintenance or check-ups.
6. I understand that my insurance does not cover any bills associated with pre-existing conditions. I agree to declare all pre-existing conditions to Sponsor before departing.
7. I understand that if I intend to stay in the United States past the end date of my program (to use the 30-day grace period), then it is my responsibility to arrange additional insurance coverage for this time.

### **SECTION 9: EXPENSES**

1. I understand that there is a fee required to participate in a J-1 program. The fees are required to provide the placement, DS-2019, medical insurance, orientation materials, 24/7 support and monitoring throughout my program.
2. I understand that I am responsible for additional expenses for services not included in the Sponsor Terms and Conditions. These include housing, transportation, food and entertainment.
3. I understand that I must have access to at least \$700 upon entering the United States to cover living expenses before I receive my first stipend check which may take several weeks after arrival.
4. I understand that the purpose of my stipend from my host company is to assist in covering living expenses and not to make or save money. I also acknowledge that the stipend is not guaranteed to cover all living expenses.
5. I understand that the purpose of the Exchange Visitor program for which I am applying is not to work or earn money, but rather to experience American culture and work experience.
6. Program Costs Disclosure: Applicants are first expected to pay the **New Member Agent Membership Fee of \$3,500JMD**. The program fee is **Agent Admin Fee + Sponsor Application Fee = \$645USD New Member or Return Member Agent Membership Fee of \$1,500JMD**. The program fee is **Agent Admin Fee + Sponsor Application Fee = \$545USD** . **(Please note there is no program placement fee, this is paid by the Host Camp)**

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Service	Cost	Description of Services
Agent Member Fee (Non-refundable)	New Member: \$4,500 JMD Returnee: \$2,500 JMD	One-time, non-refundable fee for J-1 US Camp Counselor Program Registration Form.
Agent Admin Fee (Partially-refundable)	New Member: \$600 USD Returnee: \$500 USD	Recruitment, client support, pre-screening, document review, resume assistance, document collection, profile review, DS-160 service fee, US Embassy Prep Session, departure package and client support.
Lifetraveled Application Fee (Non-refundable)	\$195 USD	Application review and screening, pre-departure orientation materials, program vetting and approval, DS2019 form & supporting documents, on-going monitoring of program experience, 24-hour support. While in the U.S.
Placement Program Fee (Paid by Host Camp)	\$1,450 USD	Program fee which includes housing, meals and medical insurance.

Once placement has been completed, there are additional fees throughout the program process. Please see the below:

SEVIS Fee: Your SEVIS number is a unique identification number assigned to you in the Student and Exchange Visitor Information System (SEVIS). It is used by the U.S. Department of Homeland Security (DHS) to track and manage information about international students and exchange visitors (including J-1 visa holders).	\$35 USD	Mandatory fee to make a J-1 Visa appointment. Paid directly. to the U.S. Government online.
Roundtrip Airfare	\$500 USD \$800 USD	Estimated cost of airfare to and from the U.S.
Arrival Funds	\$700 USD	Minimum required personal funds all exchange visitors must have available upon arriving in the U.S.
US Visa Fee	\$185 USD	This will be required to be paid to the US Embassy.
Late Fee	\$150 USD	Late Application Submission (past 30 days from placement confirmation)

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### **SECTION 10: ARRIVAL AND ORIENTATION**

1. I agree to review all orientation materials provided by Sponsor, specifically the Sponsor Pre Departure Orientation and the Sponsor Participant Handbook.
2. Sponsor recommends that I do not arrive more than a week prior to the start date on my DS-2019 form and that I cannot begin my program until the start date on the form.
3. I understand that Sponsor does not recommend purchasing any non-refundable items or tickets before my visa is approved.
4. I agree to communicate my arrival information as soon as possible to Sponsor by following the instructions of the Arrival Check in email sent by Sponsor.
5. I understand that I MUST check-in with Sponsor within 72 hours after arriving. Failure to do so within 10 days after arriving will automatically terminate my program.

### **SECTION 11: HOST CAMP**

1. I understand that I can be terminated from my host camp for failing to comply with company policy. If I am terminated, I may be required to return home immediately without a refund. Sponsor will determine if a transfer to another host camp is appropriate.
2. I understand that some companies require drug tests. If I fail a drug test, I understand that I will be terminated and will need to leave the country according to Sponsor's instructions.
3. I understand that Sponsor does not encourage changing host camps and will only do so as a last resort. I will not leave my camp without first consulting Sponsor or my program will be canceled. The Sponsor has the sole discretion whether or not to approve a change of host company.
4. I understand that Sponsor is only available to enforce the rules and regulations of the J-1 program. The Sponsor cannot interfere with personal issues or matters of hearsay.
5. The Sponsor is not responsible for loss of stipend, location transfer costs or any other transportation or accommodation expenses incurred due to termination, placement cancellation or change of location.
6. I understand that no position can be guaranteed for the duration of a program as businesses sometimes go out of business or experience financial hardships which could result in layoffs. In this case, Sponsor will assist the participant to the best of its abilities to secure a new position. I understand that alternate positions may not be comparable to my original position in position, stipend or location.

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### SECTION 12: REFUNDS

1. Agent Membership Fee of \$4,500JMD (New Member)/ \$2,500JMD (Returnee) is non-refundable.  
2. Agent Fee of \$600USD (New Member) / \$500 USD (returnee) is partially refundable. Please note you will require a partial payment of **\$250USD (New member & Return Member) before placement** and **\$200USD (New member)/ \$100USD (Returnee) once a placement** has been issued. See the stages of refund as follows:

- **Partial Payment of 300USD before Placement - US Sponsor Interview:** J1 Participants who fail the US Sponsor Interview will be refunded \$100USD minus \$200USD Agent Administration Fee. **(Refunds for Partial Payment before Placement - US Sponsor Interview only will be issued in 30 days of request)**
- **Partial Payment of 300USD before Placement - Withdraw application after passing the US Sponsor Interview,** J1 Participants who choose to withdraw from the program before placement, **will not be refunded and fee of \$300USD will be charged for Agent Administration Fee.**
- **Full Payment of 600USD (New Member) / \$500USD (Returnee) after placement - Withdraw application,** J1 Participants who choose to withdraw from the program after Host Camp Offer has been issued will not be refunded and a full fee will be charged for Agent Administration Fee.
- **Full Payment of 600USD (New Member) / \$500USD (Returnee) after placement - J1 Visa Denial -** A refund is only deemed should an exchange visitor have the visa denied. The refund request along with all the supporting documents proving the denial needs to be submitted to The Passport Work and Travel Services Limited within 2 days of denial. You must submit a refund request application form within 2 days. A refund amount of \$200USD will be refundable. **If the refund request application form is not received by the requested time, The Passport Work and Travel Services Limited reserves the right to deny a refund.**

3. **US Sponsor Application Fee is 195USD non-refundable, See US Sponsor cancellations:**

- CFA = Cancellation Full-Application. Exchange Visitor has been cancelled after DS2019 is issued. Visa documents and placement have been confirmed and delivered. No refund will be processed. CBD = Cancellation before documents have been delivered to the Exchange Visitor. Full refund less a processing and interview fee of \$195 will be processed.
- CVD = Cancellation Visa Denied. Exchange Visitor had the visa denied. The refund request along with all the supporting documents proving the denial needs to be submitted to LifeTRAVELED within 2 days of denial. Paperwork needs to be sent by registered mail. Full refund less \$195 processing and interview fee will be given. If the paperwork is not received by the requested time, LifeTRAVELED reserves the right to deny a refund.
- CUJ = Cancellation unverifiable placement. Exchange Visitor provides a placement offer that is not verifiable. Partial refund less a processing and interview fee of \$195 will be processed. CMC = Cancellation medical condition. Exchange Visitors cannot participate in the program due to a medical condition. Supporting documents need to be provided, and refund needs to be requested 6 weeks prior to the departure date. If refund is requested within the specified time,

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partial refund less a processing fee of \$195 will be refunded. If refund is requested after the specified time, application will be considered CFA.

**Note: The Placement Program Fee is \$1,450USD, This fee is not paid by the J1 Participant and paid by the Host Camp to the US Sponsor once a Camp Offer has been issued. All fees charged by The Passport Work and Travel Services Limited and US Sponsor covers administrative cost in supporting the J1 Participant within the Camp Counselor Program.**

4. SEVIS Fee of \$35USD, this fee will be charged when your DS-2019 has been ordered from the US Department of State or when your non-refundable SEVIS fee has been paid to the US Department of State. This fee is non-refundable once paid to the US Department of State.

All refunds will be processed in the following accordance with the US Sponsor program agreement at the end of each season, **September of each year**. Refunds will only be issued once The Passport Work and Travel Services Limited is in receipt of the refunds amount issued by US Sponsor. Once, a refund has been issued to The Passport Work and Travel Services Limited, Refunds will take **20 business days** and there will be a \$5USD transaction fee. Please note refunds are issued in USD currency and you must have a USD bank account.

### **SECTION 13: Eligibility and Application Cancellation & Program Duration and Host Company Standards**

1. The Candidate understands that The Passport Work and Travel Services Limited may cancel his/her application if The Passport Work and Travel Services Limited determines that the Candidate fails to pass the eligibility requirements based on the rules and regulations by The Passport Work and Travel Services Limited and/or the Program Sponsor. It is the client responsibility to ensure they meet the requirements, no issues of refunds will be issued if application were not successful. Application will not be processed without the requirements being met.

2. The length of the program agreed upon by the Host Company and the Candidate shall be contingent on the Candidate's performance as reviewed by the Host Company and does not bind the Host Company to the full duration if the Candidate does not meet the Host Company professional requirements or standards. The Candidate understands that if the Host Company determines that the Candidate does not perform his/her duties properly and/or the Candidate does not comply strictly with the regulations, the Host Company has the right to terminate or fire the Candidate. In which case, the Candidate will not be entitled to receive any refund.

3. If the Host Company goes out of business, files for bankruptcy, shuts down for any reason, or terminates or lays off the Candidate for lack of commercial activity, the Service Provider will assist the candidate in finding a new Host Company; however, the Service Provider cannot guarantee that a suitable new Host Company will be found within a reasonable time with due consideration of the full program duration and/or validity of the J1 Visa.

4. I agree to protect and hold the Sponsor harmless, its officers and directors, employees and its affiliates and their respective successors and assigns and each other person, if any, who controls any thereof, against any loss, liability, claim, damage and expense whatsoever (including, but not limited to,

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reasonably incurred while investigating, preparing, or defending against any litigations, threats or any other types of claims) arising from or related to the services outlined in this agreement.

5. The Candidate confirms that they are physically and mentally fit to participate in the Camp Counselor Program and acknowledges that the experience can be stressful and may involve physically demanding activities. All pre-existing medical conditions must be disclosed to The Passport Work and Travel Services Limited in writing at the time of application. Accommodations will be made whenever possible for Candidates with non-serious medical conditions.

By signing below, I confirm that I have read, understood, and agreed to all the terms, conditions, and responsibilities outlined in this document. I acknowledge that it is my responsibility to comply with all program rules, and I accept the consequences outlined for any failure to do so.

Full Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: You may also be asked to sign the policy agreement of the US Sponsor**

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