

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 Go Au Pair Terms and Conditions 2026-2027

The applicant agrees that all information provided at the time of registration and/or in any other document submitted to The Passport Work & Travel Services Limited and the Program Sponsor is factual and accurate. Any participant who presents false, fraudulent, or misleading information or documents may be immediately dismissed from the program and charged a penalty fee of USD \$150.

SECTION 1: PURPOSE OF THE PROGRAM

I understand that the purpose of the J-1 Au Pair Program offered by The Passport Work & Travel Services Limited and the Program Sponsor is to:

1. Promote international understanding by allowing participants to live with an American host family while experiencing U.S. culture firsthand.
2. Encourage cultural exchange by enabling participants to share their own culture, traditions, and experiences with their host families and communities.
3. Provide participants with an opportunity to gain international childcare experience while improving personal, educational, and professional development.

SECTION 2: ROLE OF SPONSOR AND PROGRAM SPONSORSHIP

1. I understand that the U.S. Sponsor, hereinafter referred to as the "Sponsor," is a designated J-1 Au Pair Program Sponsor authorized to administer J-1 Exchange Visitor Programs under U.S. Department of State regulations.
2. I understand that the Sponsor is primarily a cultural exchange organization and not an employment agency.
3. The Sponsor is responsible for monitoring participant welfare, ensuring compliance with program regulations, and providing support throughout the duration of the program.
4. Sponsor has the authority to determine program violations and impose disciplinary actions, including program termination when necessary.

SECTION 3: SERVICES PROVIDED BY SPONSOR

The Sponsor agrees to:

1. Confirm participant eligibility according to the most updated J-1 Au Pair Program regulations.
2. Match eligible participants with a qualified U.S. Host Family.
3. Ensure the Host Family provides:
 - A private bedroom
 - Three meals daily
 - Weekly stipend/payment
 - A safe and welcoming family environment
4. Provide participants with medical insurance that meets or exceeds the requirements outlined in 22 CFR 62 – Exchange Visitor Program.

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5. Provide participants with a DS-2019 document required for the J-1 Visa application process.
6. Pay the SEVIS Fee (I-901) and provide the participant with a SEVIS payment receipt.
7. Provide pre-departure orientation materials and cultural guidance.
8. Provide 24-hour emergency support during the program.
9. Monitor the participant and Host Family relationship throughout the program duration.
10. Provide educational support information related to the required academic component of the Au Pair Program.

SECTION 4: CANDIDATE'S OBLIGATIONS

The Participant agrees:

1. To provide accurate and truthful information and documentation during the application process.
2. To attend all scheduled interviews with The Passport Work & Travel Services Limited, Sponsor, and Host Families.
3. To complete all required onboarding and orientation activities.
4. To not decline more than two (2) matches with a potential Host Family. Always notify The Passport about all matches.
5. To communicate professionally and respectfully with Host Families and Sponsor representatives.
6. To provide childcare services for up to 45 hours per week and no more than 10 hours per day, as permitted under J-1 Au Pair regulations.
7. To assist with childcare-related duties including but not limited to:
 - Supervising children
 - School drop-offs and pick-ups
 - Preparing meals/snacks for children
 - Assisting with homework
 - Organizing educational and recreational activities
 - Maintaining cleanliness of children's areas
8. To respect the rules, culture, and lifestyle of the Host Family.
9. To comply with all laws and regulations of the United States and all Sponsor program requirements.
10. To submit all requested documents and payments within the required deadlines. (The due date will be indicated on the payment invoice or email notification).
11. To maintain regular communication with Sponsor throughout the program.

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 Employer for the duration of the stay in the USA.
3. All medical expenses and bills that are outside the coverage of the medical insurance.

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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 REQUIREMENTS

I verify that I meet the following requirements:

1. I am between 18 and 26 years old.
2. I possess a minimum High School Diploma or equivalent.
3. I have previous childcare experience verified by references.
4. I have a valid driver's license.
5. I have no criminal record.
6. I speak and understand English at an intermediate or advanced level.
7. I am medically fit to participate in the program.
8. I understand that final eligibility determination rests solely with the Sponsor

SECTION 6: GENERAL TERMS AND CONDITIONS

1. I understand that the J-1 Au Pair Program is a cultural exchange program and not a pathway to permanent employment or immigration.
2. I agree not to begin my program before the start date listed on my DS-2019 form.
3. I understand that I must check in with my Sponsor within the required timeframe after arriving in the United States.
4. I understand that failure to comply with Sponsor rules and U.S. laws may result in immediate termination from the program without refund.
5. I agree to check my email regularly and respond promptly to all communications from The Passport Work & Travel Services Limited and Sponsor.
6. I understand that I must participate in cultural exchange activities during my stay in the United States.
7. I understand that I may not work outside of my approved Au Pair duties unless authorized by Sponsor.
8. I understand that I may not attempt to change my visa status while participating in the program.
9. I consent to the use of photographs, testimonials, or videos submitted to The Passport Work & Travel Services Limited and Sponsor for promotional purposes.

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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. The Sponsor 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.

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 Sponsor is not responsible for any bills 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.

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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 \$750 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. I understand that I may not engage in any other forms of paid work during my J-1 program unless approved by the sponsor besides that with the host employer listed on my DS-2019.

7. Program Costs Disclosure:

Service	Cost	Description of Services
Agent Membership Fee	\$4,500 JMD	One-time, non-refundable fee for J-1 US Camp Counselor Program Registration Form.
Agent Fee	550 USD	Administrative costs: Recruitment, screening, document translation, interview organization, document collection, English evaluation, orientation, interview assistance.
Sponsor Program Fee	\$300 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.

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

Arrival Funds	\$750USD	Minimum required personal funds all exchange visitors must have available upon arriving in the U.S.
Visa Fee	\$185 USD	The VISA fee will be paid by the EV directly to the US Embassy when scheduling the J1 Visa appointment, after a DS 2019 form has been issued by the Sponsor

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SECTION 12: REFUNDS

1. Agent Membership Fee of **\$4,500JMD** is non-refundable.
2. Agent Fee of **\$550USD** is partially refundable: This covers Recruitment, screening, interview organization, placement, document collection, English evaluation, orientation. In the event the candidate did not successfully gain a US Embassy Visa. 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. If a participant has already been matched with a Host Family, certain Sponsor and placement fees may become non-refundable.

[Please note once Au Pair matches with a Host Family you will be required to pay a non-refundable program fee of \$300USD which covers administrative cost for Go Au Pair]

All refunds will be processed in the following accordance with the US Sponsor program agreement at the end of each season. 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: OTHER TERMS

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.
2. The Passport Work & Travel Services Limited reserves the right to deny or cancel any application that does not meet program eligibility requirements.
3. Participants understand that Host Families may request rematch or termination if program rules or expectations are violated.
4. Sponsor will attempt to assist with rematch placement where possible but cannot guarantee a replacement Host Family.
5. Participants agree to indemnify and hold harmless The Passport Work & Travel Services Limited and Sponsor against any claims arising from participation in the program if any, who controls any thereof, against any loss, liability, claim, damage and expense whatsoever (including, but not limited to, any and all expenses whatsoever reasonably incurred in investigating, preparing, or

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defending against any litigation commenced or threatened or any claim whatsoever) arising out of or resulting from, or in connection with the services contemplated by this agreement.

6. Participants confirm that they are physically and mentally fit to participate in the Au Pair Program. All pre-existing medical conditions must be made known to The Passport Work & Travel Services in writing at the time of application. Accommodations will be made whenever possible to allow applications from Candidates with non-serious medical conditions

By signing below, I acknowledge that I have read and understood all sections of this terms and conditions document and agree to abide by its contents and instructions.

Full Name (Printed): _____

Signature: _____

Date: _____

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

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