



## **Volunteers Initiative Nepal (VIN) - Terms & Conditions**

### **Interpretation**

In this document, the following words shall have the following meanings: 'you' and 'your' means the volunteer / intern who applies for a volunteer or internship placement through VIN. The volunteer / intern must be 18+ years old. If you are between 16 and 18 years of age you must obtain your guardian's written consent before you will be accepted as a volunteer / intern. 'we', 'us', 'our' and 'VIN' mean VIN volunteer / internship program under Volunteers Initiative Nepal, Balaju-16, Kathmandu, Nepal (Tel: +997-1-4362560), Government Registration: 147/062/63, Social Welfare Council of Nepal: 20910, PAN: 302408474.

### **Terms & Conditions**

By accepting our **Terms and Conditions** on the web site and /or signing the **Application Form**, you agree to be bound by our terms. If you are uncertain about any of these terms and conditions, or you would like an explanation of any part of them, please contact us. You can also obtain your own legal advice on them, should you wish to do so.

### **Application Process**

- Complete the online application form by using the "[Apply Now](#)" tab.
- Attach your updated resume / curriculum vitae (CV) with two referees' contact details. Referees can be from your work / university / family.
- Await confirmation of acceptance from VIN.
- Pay the 75 Euros program booking fee after you receive VIN's acceptance email.
- Receive VIN's confirmation of payment and pre-departure pack by email.

In order to process your application for a placement, you / your doctor may also be asked to provide additional information on your health. We are also entitled to carry out a check on you with the Criminal Records Bureau (or any equivalent body).

If in our opinion, the reference and/or health information and/or criminal check we receive about you or any other information you provide make you unsuitable for your chosen placement, we may refuse to process your application further.

If we find the information you have supplied is false after the booking is made, we will not refund your booking fee in order to cover our costs in processing your application and placement arrangement.

We honestly believe that all statements made in our website are factual and correct. Every reasonable effort has been made to describe the placement and to provide the amenities described. We cannot be held responsible for any changes that become known after the brochure was produced (up-to-date information can be found on the website), nor can we accept liability for happenings outside our reasonable control. We undertake to advise you of any material changes known to us prior to your departure. You are also advised to obtain any relevant information you need from VIN.



### **Program Booking Fee**

The Program Booking Fee is 75 Euros. This fee is non-refundable. The fee covers processing your application and pre-departure support and is not deductible from the program fees.

### **Placement and Location**

It is a condition of your placement booking that you are prepared to be flexible in relation to your placement and its location. You will be provided a program of your choice (one of the two you have selected). If we are not able to provide either program of your choice, your program fee will be refunded. However, if we are able to provide one of your placement choices and you then decide that you do not want to continue with VIN, we will not refund your program fee.

Participants are also asked to be flexible when arriving during major Hindu festivals such as Dashain and Tihar as there is often a disruption to services during these times and it may be necessary for VIN to assign a temporary alternative work placement.

### **Program Fee**

We believe we have the most affordable program fees offered of this kind. Our program fees vary depending on the program and length of stay. The program fee for volunteers who apply directly to VIN & apply through our partner organization may also vary. You may pay in advance by using Paypal or wire transfer. However, you need to cover the transfer fees charged by the bank or the 5.5% additional Paypal charges if you choose this option. You can also pay on the first day of your program induction at the VIN office. We accept all major currencies e.g. Euros, US Dollars, GBP, Australian Dollars, Canadian Dollars. You will NOT be placed until you make the full payment. If possible we advise you to program fee at least 2 weeks before the placement begins.

### **Accommodation**

VIN arranges accommodation during the program orientation and placement period from your program cost. In placement accommodation, your sleeping arrangements may be private or shared, and in most cases you will be required to share a bathroom and toilet facilities. It is important for you to realize that bathroom and toilet facilities and standards of hygiene will be in accordance with local standards. These facilities and standards may sometimes be very basic. You must be prepared to cope with this.

### **Food**

Food during your placement is included in the program fee. You should receive two to three meals a day throughout the placement, which will be of a Nepali standard, usually Daal-Bhat (lentil soup – rice), vegetable curry, pickle etc. If you wish to supplement your diet with other food, these expenses are yours. We will only cover food and accommodation for the period agreed for your placement and only at your placement.

If you go trekking or wish to stay in Nepal after your agreed period of placement, you will be responsible for your own expenses. If you decide to go away during your placement we cannot refund you any money



and you do this at your own cost. In most cases you will be staying with a host family after the program orientation and will share the same food with them. Should you have any dietary conditions, you should let us know before your arrival in Nepal. Should you wish to return to the city at the weekends, you must cover your food and accommodation costs yourself. In case you want to make any trips during your placement, the period is still counted within regular placement time and that time won't be extended to your date.

### **Training / Program Induction**

You will receive an induction / orientation to include Nepali language lessons, health/culture advice and program related topics e.g. TEFL tips. The length of training (3 days to a week) depends on the nature of the work and the length of your stay with VIN. Training / orientation is included as part of your volunteering program and is mandatory.

You should be clear about your work plan and schedule during this phase. If you wish to visit the community during the program orientation phase, VIN will take you there so that you have better understanding about the community you will work for. You will also be taken on a half day sightseeing tour in Kathmandu valley to help you learn about the culture and history of the area, e.g. Patan Durbar Square and/or Pashupatinath/Baudhanath/Swoyambhu. You should however cover the entrance fees.

### **Travel**

You are responsible for arranging and paying for your own travel (including your air fare) to the airport closest to your placement, and for your return journey at the end of your placement. We will not plan a program until you have sent us your flight details. We are unable to reimburse or otherwise be responsible for any flight, travel or other costs or expenses of any nature for example if your flight is cancelled. Your program cost does not cover your transportation of any nature.

### **Airport Pick up and Drop Off**

On receipt of your flight details, VIN will organize an airport pick up and drop off to your accommodation in Kathmandu (this will not exceed 3 nights). This is covered by your program fee and as such there will be no charge and we will endeavor to be on time. We cannot be held accountable for problems such as traffic jams but we will do our best to meet you punctually. Also please note that we are not allowed into the Arrivals Hall of the airport so we will meet you just outside the main EXIT Hall with a name plate with VIN's logo. The area is not big and it should be easy to find each other. Please note that any offers to carry your luggage will come from outside parties (not VIN staff) so if you are approached and accept, you will be expected to pay a tip. We strongly advise not to accept those services as it encourages begging. Should you leave the country immediately after the volunteering / internship, VIN staff can drop you at the airport but you should cover the cost the transportation fare.

### **Other Expenses**



You are responsible for all of your personal expenses during your training and placement, which includes drinks and entertainment, the cost of transport from your placement to other activities such as trekking or checking email. This is not expensive and we can provide approximate costs if you request them from our office. As a volunteer, you agree that you will not request any payment for day to day transportation. You will be placed adjacent to the working site; hence VIN does not cover any travel expenses. You will also need some pocket money (e.g. 30USD monthly) for bottled water, internet and so on.

### **Visa**

You may obtain a tourist visa in advance in your home country (recommended) or at the Kathmandu airport immigration office. Please note that the latter option can sometimes involve long queues. The visa (tourist) fee is currently US\$ 25 for 15 days; US\$ 40 for 30 days; US\$ 100 for 90 days and US\$ 2 for each additional day. You will be responsible for the visa cost. To see up-to-date Visa information, [click here](#)

### **Travel Insurance**

You will be responsible for arranging your travel and medical insurance coverage for the period of your placement. You are responsible for ensuring that the amount and type of coverage is sufficient and appropriate for the nature and location of your placement. You must provide us with a copy of your certificate of insurance as soon as possible. This insurance should at least cover the cost of cancellation of the placement by you; the cost of assistance including repatriation in the event of accident or illness; legal liability and expenses; lost baggage; cancelled flights; medical expenses; kidnapping; liability arising due to personal injury to you or a third party; cancellation of your placement for any other reason including our liquidation or any other reason beyond our control.

### **Problems During Your Placement**

You are responsible for attempting to sort out any problems that may arise during your placement. However, in the event that you experience any real difficulties, VIN local staff will be available and will do their best to assist you. The staff may also be able to provide practical help should you need to return to your country of abode before completion of your placement as a result of illness or other personal reasons (although you are financially responsible for the costs of this, either under your insurance policy or otherwise).

The nature of your placement is that you are able to show a high level of independence, flexibility and initiative in dealing with problems yourself as they arise. Our staff will take all reasonable steps to arrange a safe placement with a consistent level of work throughout, but we may not have any direct control over your placement. We cannot guarantee your level of work. You are responsible for taking everyday common sense steps as an independent traveler to protect your safety on a day to day basis.

### **Your Obligations**

You must comply with any reasonable request in relation to your placement. This may involve being transferred to a site in the locality provided that this would not place you in any danger and that the travel to the appropriate site is reasonable, or that suitable accommodation is provided (you are responsible for any reasonable travel costs incurred



in doing this). You must not enter into any direct negotiations or contractual arrangement for employment during your placement.

You must take care of and be responsible for any materials provided for your use by your placement. You are responsible for any damage or loss you cause to such materials (directly or through neglect). You are responsible for any damage to your accommodation caused by you or any guest(s) of yours at your accommodation (directly or through neglect). You must dress appropriately for interviews and work. You must behave appropriately in accordance with locally accepted behavior and custom during your placement. We do not accept responsibility for failure to secure work or dismissal from such work due to inappropriate dress or behavior. You should be culturally sensitive at all times. Visits from/to members of the opposite sex are not encouraged while you are in the host family /organization due to cultural sensitivity.

### **Cancellation and Refund Policy**

VIN does not offer any refunds once the registration fee and program costs are paid for, with the following exceptions:

- (1) If the program fees are paid in full, in advance of arrival in Nepal, VIN will refund 50% in case the volunteer cannot participate due to his / her illness on production of valid proof from the concern body. If, however, the program fees are paid during the Induction phase of the program and the volunteer has commenced their placement, no refund will be forthcoming. If volunteer / intern cannot participate the program and fails to give at least one month notice prior to the placement commence, s/he is obliged to pay 50% of the total program cost to compensate VIN's placement organization.
- (2) If the volunteer is subject to unavoidable circumstances (such as an unforeseen serious illness or accident, a death in the family) and they are registered for a program that is more than 28 days in length, they may request to leave the program and VIN will return 25% of the program fee. Alternatively, VIN will hold the money in credit until the volunteer can resume the placement for a period up to one calendar year from the original start date. No refund will be made if the program is less than 28 days in length and if the volunteer leaves the program of their own accord.

Volunteer positions are non- transferable.

### **Program Dates**

The dates of your program are agreed prior to your training in Kathmandu. You may leave your placement early with VIN's agreement but no refund will be granted. You should arrive at least one day prior to the program orientation/training date. You may extend your volunteer period at the discretion of and with the prior agreement of VIN provided monies for the extra period are paid in advance. When your placement is over you must leave your host family's / partner organization residence.

### **Signature**

I have read VIN's Terms and Conditions prior to submitting the application form and agree to my participation in the VIN Volunteer Program.

Signed \_\_\_\_\_

Date \_\_\_\_\_