



Volunteers Initiative Nepal (VIN) Terms & Conditions

Interpretation

In this document, the following words shall have the following meanings:

'You' and 'you're' 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 17, you must obtain your guardian's written consent before being accepted as a volunteer/intern.* 'We', 'us', 'our' and 'VIN' mean Volunteers Initiative Nepal; 'Partner Organizations' are organisations worldwide that send volunteers to VIN, or VIN works with.

Volunteer/internship programs are under Volunteers Initiative Nepal, Pahiko Road, Khusibu Town Planning, Nayabazar, Kathmandu Metropolis -16, 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 website and signing the **Application Form**, you agree to be bound by our terms. Please get in touch with us if you are still determining any of these terms and conditions or would like an explanation. You can also get your legal advice on them if you'd like to do so.

Application Process

There are two different ways to apply for a placement at VIN.

1) Directly through VIN's website:

You should complete the online application form on the "**Apply Now**" button on the website or the word form available to download on the application page;

- Attach your updated resume/curriculum vitae (CV) with two referees' contact details. (Referees can be professional or personal);
- Await confirmation from VIN for acceptance;
- Pay the 150 Euros (\$180USD) booking fee after you receive VIN's confirmation email
- VIN will confirm once the payment is received and email the pre-departure information pack.
- You will be advised to pay half the program fee by PayPal / bank transfer and half in person once you arrive at the VIN office in Kathmandu.

Just so you know, *if you apply to VIN directly on our website, we may redirect you to apply through our sending partner if one exists in your country/region.*

2) Through VIN's partner organisations:

In most countries, VIN has partner organisations. You can apply to our placements through partner organisations by filling in their Volunteer Exchange Form (VEF) and paying their inscription/placement



booking fee. This is to cover their admin expenses, not for VIN. The inscription fee may vary from partner to partner. Once you pay the placement booking fee to the partner organisation, you will ONLY pay the program fee directly to VIN or the partner.

To process your application for a placement, you might be asked to provide a suitable reference, health check, and criminal record check. You / your doctor may also be asked to provide additional information on your health. We are entitled to carry out a statement on you with the Criminal Records Bureau (or any equivalent body).

If, in our opinion, the reference and health information and 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 the information you provided is false after the booking is made, we will not refund your booking fee. This covers our admin costs in processing your application and placement arrangement.

All information on our website is factual and correct according to our sources of information. Every reasonable effort has been made to describe the placement and provide the amenities. Unfortunately, we cannot hold you responsible for known changes after the brochure / other print resources were produced. The most up-to-date information can be found on the website www.volunteersinitiativenepal.org. We cannot accept liability for unforeseen circumstances outside our control, such as natural disasters or epidemics.

We will do our best to let you know of any changes we know before your departure. You will also receive any relevant information from VIN.

Program Booking Fee:

The program Booking Fee is 150 Euros (USD 180). The fee covers processing your application and pre-departure support and is in addition to the program fees. This fee is non-refundable.

If you have applied from our partner organisation and have already paid them the booking/inscription fee, you do not have to pay for VIN again. As mentioned above, the booking fee may vary from partner to partner.

We ask **ALL** volunteers to pay 50% of VIN's program fee via PayPal or bank transfer as soon as they receive the **Placement Information Sheet**.

If the placement is cancelled four weeks before the agreed placement start date, VIN will keep 25% of the transferred program fee and return the rest.

We will keep 50% of the program fee if you cancel less than four weeks before the placement starts.

Placement and Location

It is a condition of your placement booking that you are prepared to be flexible about your placement and location. You will be provided with a program of choice (one out of three) you have selected). We work



in many different communities. So we choose the right project location for you based on the community's needs. The site you decide on the application form may only be available sometimes, or priority may shift from one location to another.

If we cannot provide either program (one of the two you have selected) of your choice, your program fee will be refunded.

If we can provide one of the placements of your choice and you decline and do not want to continue with VIN, we will not refund your program fee.

We will not refund you once your placement starts and you stop volunteering with us.

Program fee

We offer the most affordable program fee of this kind if booked directly through us. Our program fees vary depending on the program and the length of your stay. You can go ahead and PayPal or wire transfer. However, you need to cover the transfer fees charged by the bank or 5.5% additional charges if you would like to pay via PayPal. You can also pay at the VIN office on the first day of your program induction. We accept significant currencies, e.g. Euros, US Dollars, GBP, Australian, and Canadian dollars.

You will be placed once you make the full payment.

If you choose multiple projects, there will be an extra one-off charge of 70 EUR to cover admin and logistic costs. If the project location is outside Kathmandu, you will cover transportation charges. To learn more about our updated fees, [click here](#) or copy this link on your browser

<https://www.volunteersinitiativenepal.org/program-fees/>.

Accommodation

VIN arranges your accommodation during the program orientation and placement period, which is included in the program fee. Once placed at your accommodation in the community, your sleeping arrangements may be private or shared. In most cases, there will be shared bathrooms and toilet facilities. Bathroom and toilet facilities and hygiene standards can vary, and the facilities are by local means. VIN has vetted each accommodation, but measures may sometimes be fundamental.

If you choose not to stay in the accommodation arranged by VIN and decline an alternative set by us, we can help you find a private living arrangement, but you will need to cover the cost of the new accommodation.

Food

VIN provides food during the induction and placement period, which your program fee includes. Usually, this consists of Daal-Bhat (lentil soup - rice), vegetable curry, pickles etc. You will receive three meals daily throughout the placement, which will be of Nepali and basic standards.

If you wish to supplement your diet with other food, the responsibility for these expenses is yours.

You must inform us before your placement if you have any particular dietary requirements, allergies or conditions. We will only cover food and accommodation for the period agreed for your order and only at your placement – host family. For example, you will be responsible for your expenses if you travel/trek or wish to stay in Nepal after your agreed placement period. If you decide to go away during your



placement or spend the weekend in Kathmandu, we will not refund these expenses, and you need to cover these costs.

Most accommodation arrangements are between VIN and the host family/ monastery. Once placed, you will share the same food with them. If you have any dietary requirements, allergies or conditions, please let us know before you arrive in Nepal.

Training / Program Induction

You will receive a full induction to VIN and program orientation. The contents cover an overview of VIN, a brief history of Nepal, some geographical and cultural information, a Nepali language class and program-related orientation. The duration of on-arrival orientation (induction) varies from two days to a week. This depends on the nature of your placement and the length of your stay with VIN. The induction and program orientation is part of your volunteering/internship program.

The program induction 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 a better understanding of the community you will work with.

You will also be taken on half-day sightseeing in Kathmandu Valley to help your orientation into a new culture. Just so you know, we will arrange a guide and transportation, and you will be asked to cover the entrance fees.

Travel

You are responsible for arranging and paying for your travel to Kathmandu. We will arrange an airport pick-up service to bring you to the VIN office. However, you'll need to make your journey to the airport once your placement is finished.

We will only plan a program once you have sent us your flight details. We cannot reimburse or otherwise be responsible for any flight, travel or other costs or expenses related to your travel arrangements (for example, if your flight is cancelled).

Your program cost does not cover your transportation costs for leisure time either (for example, if you decide to take a weekend trip).

Airport Pick up and Drop Off

Upon receipt of your flight details, VIN will organise an airport pick-up upon arrival, and we will drop you off at your accommodation. We cannot be held accountable for problems such as traffic jams, but we will do our best to meet you soon. Also, please so you know that we are not allowed into the arrivals hall of the airport. We will meet you outside the main EXIT / Arrival hall **with a nameplate with VIN's logo**. The area is small, and it should be easy to find each other. Should you leave the country right after the volunteering /internship, VIN staff will drop you at the airport, but you should cover the cost (approximately 12 USD)

Other Expenses

You are responsible for all your expenses during your training and placement, including drinks and entertainment, transport from your order to other activities such as trekking or getting a Nepalese SIM



card. This is not expensive, and we can provide approximate prices if you request them from our office. As a volunteer, you agree that you will not need any payment for day-to-day transportation. You will be placed close to the working site; hence VIN does not cover travel expenses. We suggest you calculate a monthly rate of 50 USD for bottled water, internet and other personal expenses.

VISA

You must obtain a tourist VISA at the airport immigration office or before you arrive!

The Tourist Visa fee in USD:

15 days: USD 30,

30 days: USD 50,

90 days: USD 125

Each additional day: USD 3.

You will be responsible for the VISA cost. To receive updated information from the government website, [click here](#).

Travel Insurance

You will be responsible for arranging your travel and medical insurance coverage for your placement period. We would like to let you know that you are responsible for ensuring that the amount and type of coverage are sufficient and appropriate for the nature and location of your placement. This insurance should at least cover the cost of cancellation of the order 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 cause beyond our control. You must provide us with a copy of your certificate of insurance as soon as possible.

Problems during your Placement

You are responsible for trying to sort out any problems during your placement; however, if you experience any difficulties, VIN local staff will be available and will do their best to help you. The team may also be able to provide practical help should you need to return to your country of residence before completion of your placement due to illness or other personal reasons (although you are financially responsible for the costs of this, either under your insurance policy or otherwise).

If you need to leave your placement due to serious medical problems, we will hold your money until you can resume your order for up to one calendar year. **The fee, however, won't be reimbursed in any condition.**

The nature of your placement is that you can show high 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 consistent work throughout, but we may not have direct control over your order. Unfortunately, we cannot promise your level of work. You are responsible for taking simple common sense steps as an independent traveller to protect yourself daily.

Your Obligations



You'll need to comply with any reasonable request by your placement. This may involve being transferred to a site in the locality, given that this would not place you in danger and that the travel to the appropriate location is reasonable or that suitable accommodation is provided. (You are responsible for any reasonable travel costs incurred in doing this). You'll need to not enter into any direct negotiations or contractual arrangements for employment during your placement.

You'll need to take care of and be responsible for any materials your placement provides. I want you to know that you are responsible for any damage or loss you cause to such materials (directly or through neglect). I want you to know that you are responsible for any damage to your accommodation caused by you or any guest(s) at your accommodation (directly or through neglect).

You'll need to dress appropriately for your placement. This means males and females should wear long sleeves, not exposing the body parts. It would help if you behaved adequately by locally accepted behaviour and custom during your placement. It would help if you were always culturally sensitive and must respect the local culture. Visits from/to the opposite sex are not encouraged while you are in the host family/organisation due to cultural sensitivity. We don't take responsibility for failure to secure your volunteer work or dismissal from such volunteering work because of inappropriate dress or behaviour.

Payment, Cancellations and Refunds

We ask **ALL** volunteers to pay 50% of VIN's program fee via PayPal or bank transfer as soon as they receive the **Placement Information Sheet**.

If the placement is cancelled up to 4 weeks before the agreed placement start date, VIN will keep 25% of the transferred program fee and return the 75% of the transferred amount!

We will keep 50% of the program fee if you cancel in less than 4 weeks. Once the volunteer starts the placement, no refund is made!

Once the volunteer decides and pays for the registration fee and program fees, VIN does not refund any registration fee and program fees under any circumstances upon receipt of the invoice.

However, these are the only exceptions where refunds can be provided:

- Suppose the volunteer/ intern becomes ill, and the program fee is paid in full BEFORE arriving in Nepal. In that case, VIN will refund 50% of the total program fee for producing a valid medical certificate.
- If the volunteer/ intern fails to give one month's notice BEFORE the placement starts, the volunteer/ intern must pay 50% of the total program fee.
- Once the placement starts, if the volunteer/ intern has an unforeseen illness or accident or death of their parents, wife or children (should produce valid medical certificates) and is registered for a program for more than four weeks (28 days) at VIN, then they:
 - Is entitled to get a refund of 25% of the outstanding time (for example, if a volunteer has paid for eight weeks' placement fee and has to leave due to one of the reasons mentioned above on completion of the 6th week, s/he may receive 25% refund of the last two weeks)
 - Or VIN will hold the remainder of the fee in credit until the volunteer/ intern can resume the placement. This is valid for up to one calendar year from the original start date.

Program Dates



स्वयंसेवी अभियान नेपाल
Volunteers Initiative Nepal

www.volunteersinitiativenepal.org Balaju-16, Kathmandu, Nepal Phone: +977 1 496 2560

Your program dates are agreed upon while booking the placement; you cannot cut the volunteering/internship period short on arrival or during the order. With VIN's agreement, you may leave your post early, but we won't refund your program fee. You should arrive one day before the **on-arrival orientation/training date**. You can extend your volunteer period at the discretion of and with the prior agreement of VIN, given that you pay the additional program fee in advance.

When your placement ends, you must leave your residence - host family/monastery.

Signature

I read VIN's **Terms and Conditions** before I filled out the online application form and agreed to my participation in the VIN Volunteer/Internship Program.