

SFLIG Volunteer and Internship Enrolment Policies

PAYMENT SCHEDULE

Placement Deposit

In order for us to secure your project placement, a non-refundable deposit of \$150 must be made. This deposit will be used towards working on your placement. Once your placement request has been secured, you will need to pay the full amount within 4 weeks of receiving confirmation. The program deposit is non-refundable, except in cases where we are unable to make the intern placement you requested. This fee of \$150 allows you to volunteer anytime within 24 months.

You can expect to receive a confirmation email from SFLIGvolunteer's director within 2 working days of making your placement deposit and sending the receipt to us. This email will contain your orientation document. If you haven't received a confirmation email from us within the expected time frame, kindly inform us at info@sflig.org.

Upon receiving the complete program fee, we will furnish you with information about your project placement, such as your responsibilities, the local partner organization hosting you, and your host family details. Fourteen days before you arrive in the country, we will provide you with any additional logistics, such as airport pickup and any necessary information.

If you would like to extend your volunteer period, you can do so depending on our assessment of your work. Each additional week will cost \$100.

Procedure for Project Changes

If you need to make changes to your project preferences, such as the date, location, or project, you can do so at any time but subject to project availability. Please notify us as early as possible so we can cancel your previous placement and place you in your preferred choice.

While we will do everything possible to ensure placement on your desired project, there is always a chance that your placement may be disrupted by an unforeseen event or circumstance. If this happens, we will try to arrange a suitable alternative placement at another location.

Refund and Cancellation Policy applies

If you cancel 61 days or more before your start date, you will receive a refund of the full amount paid, minus the program deposit. If you cancel between 31 and 60 days before your start date, you will receive a refund of 50% of the amount paid, minus the program deposit. No refund will be issued if you cancel 30 days or less before your start date or once your project has started. However, if we are unable to place you with the intern project you enrolled in, you will receive a full refund. Please note that the initial program deposit is non-refundable.

Accommodations, Meals, and Other Inclusions

As an intern, it's your responsibility to confirm what's included in the project cost. Living and eating facilities at your project location will be of local standard, which may differ from what you're used to in your home country. You may have to share a bedroom and/or bathroom. If you choose to be away for a weekend or a holiday

during your placement, you will not receive a refund for the time you're away from your project for any meals or accommodations. Your fee includes two main meals a day (breakfast and dinner), while you're free to make yourself lunch if you're at home. You'll also have a shared room, including toilet facilities. Your fees help to pay for the day security in the house and a house assistant who does cooking, cleaning, and other housekeeping chores.

Flights and Transportation

You're responsible for arranging and paying for flights to and within your chosen country. It's also your responsibility to confirm what other transportation is included in the project cost. We're not responsible for refunding or reimbursing any flight costs or other costs incurred due to circumstances outside our control or the control of our partner organization, including changes made by airlines for cancelling, changing, or transferring flights, or any other events out of our control.

Excursions/Entertainment

At many locations, activities, and excursions are provided to you at no additional charge. However, some activities and excursions require you to pay an entry fee to participate.

Intern Behaviour

As an intern, you're expected to obey the laws of the host country, which forbid the use of illegal drugs and alcohol consumption by minors. You're also expected to be courteous and respectful at all times, and abusive behavior will not be tolerated. We reserve the right to expel (without refund) any intern whose behavior violates

the policies of the project provider or those of special program providers, tour operators, etc. Any expenses incurred by the project provider in terminating the program of an intern who violates the center's policies will be the responsibility of the participant.

Release of Liability and Assumption of Risks

By participating in a study abroad program as either a student or an intern with SFLIGvolunteers, I acknowledge the inherent risks and dangers involved in traveling to, from, and within the foreign country in which the program is located, including my chosen internship site, school, accommodations, and any in-country excursions. These risks include but aren't limited to personal injuries, property damage, accidents involving motor vehicles, aircraft, and other forms of transportation, sickness, diseases (including food, water, or insect-borne diseases that aren't commonly encountered in Europe and North America), riots, political instability, crime, acts of terrorism, detention by government authorities or individuals, burglary, assault, encounters with dangerous wildlife, and other hazards. I also acknowledge that as a participant in the program, I may travel to remote rural areas and will lodge and eat with the residents in those areas. As such, the accommodations, food, and sanitary conditions may be below or substantially below the standard I'm accustomed to in my home country. Furthermore, healthcare facilities, medical supplies, and medical personnel in the program may be very limited and, if available at all, may be below or substantially below WHO standards.

I am aware that SFLIGvolunteers has engaged various independent local organizations, suppliers, outfitters, and vendors to provide different aspects of the program, such as accommodation, food, and excursions ("Vendors"), and that SFLIGvolunteers does not own or

operate any of these Vendors or omissions of these Vendors. While SFLIGvolunteers have made efforts to select dependable and safe Vendors, they are not responsible for any negligent or willful act or omission of a Vendor or any other third party. Therefore, I release SFLIG from any claims arising from or related to the negligent or willful acts

When choosing vendors, it's important to select dependable and safe ones. However, it's important to note that SFLIGvolunteers cannot be held responsible for any negligent or willful act or omission of a vendor or third party. As a result, I release SFLIG from any claims related to the negligent or willful acts or omissions of these vendors. I declare that I am in good physical and mental health to the best of my knowledge and am voluntarily participating in the program, knowing the risks and dangers involved. I accept and assume all known and unknown risks on my behalf.

In exchange for my participation in the program, I hereby release SFLIGvolunteers and its employees, agents, interns, officers, directors, and representatives (each, a "Release") from all injuries, losses, deaths, liabilities, damages, claims, actions, suits, judgments, costs, expenses, and attorney fees (collectively, "Claims") that I may have now or in the future, directly or indirectly, related to my participation in the program, including with respect to the attached medical durable power of attorney, whether caused by any Release or some other person or cause. I agree not to commence or prosecute any action, suit, or other proceeding against any Release arising from, connected with, or related to my participation in the program on behalf of myself, my child, or my heirs. I also agree to indemnify, hold harmless and defend each Release from and against any and all claims that the Release may suffer arising from, connected with, or related to my participation in the program, whether inside or outside my home country.

Moreover, I give SFLIGvolunteers full permission to use any photographs, recordings, website images, motion pictures, comments I make in questionnaires or letters, or any other record of the program for commercial advertising, marketing, or promotional literature without requiring further consent from me.

II. Insurance Requirements

SFLIGvolunteers have informed me that it is compulsory for me to purchase and maintain personal travel insurance and health insurance that covers medical expenses, emergency medical evacuations, accidental death or dismemberment, and repatriation of remains throughout my participation in the program. I am responsible for ensuring that the insurance covers such costs incurred outside my home country. Although SFLIGvolunteers may occasionally offer health or travel insurance coverage through selected insurance providers to allow me to obtain a group rate, they are not obligated to do so. If I choose to select any insurance package provided through SFLIGvolunteers, I acknowledge that I have independently confirmed the adequacy of the coverage for my needs.

Applicant Name:

Date:

Signature:

* Governing Law: This document shall be governed by the laws of the Republic of Ghana and enforced in any jurisdiction where it is presented.

* Binding Effect; Modifications: This document shall bind me and all persons having or claiming rights on my behalf. If any provision of this document is invalid or unenforceable, the remaining provisions shall remain valid and enforced to the fullest extent permitted by law. This document may not be modified orally.