

**Talent Recruitment for International Exchange Opportunities TRIEO/SHAWN
KERFOOT**

Contract Terms and Conditions of this Agreement 2025-2026

J1 Participants for International Interns

This agreement is between TRIEO (a recruiting partner for Shawn Kerfoot) a registered company and licensed by the Ministry of Labour and Social Security under the laws of Jamaica and (students name) On this date (dd /mm / yyyy)

BLOCK CAPITALS

In processing participants applications for travel to the USA, various fees will be charged to cover expenses incurred, registration fee, commitment fee, administrative fee and processing fee. ***The registration, commitment, processing and SEVIS fees are non-refundable/non-transferable.*** A percentage of or the full programme fee, will become non-refundable/non-transferable at *different stages* during the processing of your application leading up to the embassy interview and thereafter.

The complete process is in a nutshell- from registration to departure and when you return are as follow:

TRIEO/SHAWN KERFOOT charges four (4) non-refundable fees. They are: Registration Fee US\$60, Commitment Fee of US\$380, Programme Processing Fee US\$340, Sponsors fee US\$240 and SEVIS Fee US\$220 (*Review of TRIEO/Shawn Kerfoot and the sponsor's application forms, dialogue with the sponsors; employers and third party job provider; screening and interviewing of clients for job consideration, banking and wire transfer fees, printing; photocopying and scanning of documents, resume editing, phone calls and sending email on clients behalf, assistance to place clients into a temporary job, consultation and guidance throughout the application process*)

Under the Employment Agency Regulations (EAR) of Jamaica Regulation 10 (2) stipulates as follows:

“An employment agency shall refund **not less than three quarters (3/4) of the fee paid for placement in employment outside Jamaica to any client who is refused permission to enter or work in the country in which that client wished to be placed in employment or whose application for such employment is refuse/denied or cancelled for any reason**”.

(please initial here).....

Please initial where required:

TRIEO partners with Shawn Kerfoot who is assisted by the sponsor in placing students in jobs in the USA. The job offers and DS2019 forms for the J1's are coordinated by Shawn Kerfoot and the respective stakeholders. TRIEO reserves the right to deny the participation if that participant is found guilty of bringing the program in disrepute. TRIEO is a local registered company that is required to process students' application prior to interviews and job placements. TRIEO is not responsible for placing students in jobs. The placement of students in jobs is the responsibility of Shawn Kerfoot and the sponsors. This means that TRIEO cannot be held liable for breaches of the terms and conditions within the sponsors contracts and job application forms.

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- I. I acknowledge that if I cancel for any reason unforeseen or otherwise **after my TRIEO** application has been processed, the non-refundable/non-transferable and registration fee US\$60 and commitment fee US\$380 will be applied. Hereafter referred to a TRIEO non-refundable Administrative Fee
please initial here).....
- II. I acknowledge that if I cancel for any reason unforeseen or otherwise **after** I have been issued the Job Offer, the non-refundable Administrative Fee US\$440 and processing fee US\$340 will be deducted from the total programme fee of US\$4060.
please initial here).....
- III. I acknowledge that if I cancel for any reason unforeseen or otherwise **after** I have signed or acknowledged acceptance of the Job Offer, non-refundable Administrative Fee US\$440 and processing fee US\$340 will be deducted from the total programme fee of US\$4060.
please initial here).....
- IV. I acknowledge that if I cancel for any reason unforeseen or otherwise **before** I am issued with the DS2019, the non-refundable Administrative Fee US\$440, processing fee US\$340 and SEVIS fee of US\$220 are non-refundable/non-transferable will be deducted from the total programme fee of US\$4060.
please initial here).....
- V. I acknowledge that if I cancel for any reason unforeseen or otherwise **after** DS2019 is issued but before the embassy interview the non-refundable Administrative Fee US\$440, processing fee US\$340 and SEVIS fee of US\$220 and other fees related to services rendered by the sponsor are non-refundable/non-transferable will be deducted from the total programme fee of US\$4060.
please initial here).....
- VI. I acknowledge that **upon denial** of J-1 visa at the embassy, the non-refundable Administrative Fee US\$440, processing fee US\$340, SEVIS fee and sponsorship fees will be deducted from total programme fee of US\$4060.
please initial here).....
- VII. I understand that replacement of a new job due to participants request or negligence **after** job has been accepted and processed, I will be charged US\$100.00, and if I am denied a visa this will not be refunded.
please initial here).....

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VIII. I understand that there will be **no refund after** visa has been issued, except for cases where sponsor terminates your program before you go due to whatever circumstances on their end; refund will be the same as if you were denied. If the sponsor terminates your program after visa has been issued based on your own negligence or unforeseen event no refund will be awarded.

please initial here

IX. I understand that TRIEO is responsible for the processing of my visa interview application and scheduling of the visa interview appointment (*the visa interview appointment fee MUST be paid by the participant. If your visa interview application process has not started because the student decides not to participate or is prevented from participating, then this fee is refundable*

please initial here

X. I acknowledge that all flight information **MUST** be uploaded into UWT's account and emailed to TRIEO within three (3) working days of receiving your flight itinerary **BUT** before you depart for the programme.

please initial here

XI. To receive refund, I **MUST** return the original DS2019 to the office within 48 hours and complete a refund form to begin the process. The amount to be paid to a student as refundable fees (less the non-refundable fees/non-transferable fees) are determined by the timeline outlined in I-VII by the sponsor who will wire the funds to Shawn Kerfoot's account for the refund process to begin. The process usually begins at the end of the J1 season.

XII. In the event of a global pandemic or any unforeseen global issue or civil occurrence unforeseen, the agency and its partners will consider discretionary approaches to the refund amounts guided by the policy outlined under the local act and guided by the terms and conditions in this contract. Strong considerations to the amount to be refunded will be guided by the services already rendered and the amounts that are non-refundable from the program fee.

NOTE: All refunds will be paid once the sponsor has returned the funds at the end of the season September 2025.

I have read and understood the terms and conditions of this document and hereby agree with these terms and conditions as stated by TRIEO.

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Student Signature.....

Date...../...../.....

Witness Signature.....

Date...../...../.....

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