



12 Ashfield House, Ashfield Road
Cheadle, Cheshire SK8 1BB – UK

J-1 Trainee/Internship Programs Agreement 2026

This agreement is made on _____, by and between:

CET Management
12 Ashfield House
Ashfield Road
Cheadle
Cheshire SK8 1BB

and

Phone:

TERMS OF AGREEMENT: This agreement (the Agreement) will become effective on the date stated above and will continue in effect until December 31, 2026, unless sooner terminated.

AGREEMENT SCOPE: The Trainee and/or Internship Program operated in the United States by US State Department designated sponsor Council for Educational Travel, USA (CETUSA) on behalf of CET Management, the Agent, and their clients.

U.S. DEPARTMENT OF STATE REQUIREMENTS: Agent acknowledges and understands that Council for Educational Travel, USA is bound by U.S. Department of State Regulations to include an annual itemized Training and Internship Program Price List. The current year itemized price list has been submitted to CETUSA and will be attached to this agreement as an addendum. Agent agrees to disclose and itemize any supplemental fees charged in conjunction with CETUSA Trainee and Internship Programs in Addendum – Agency Fee List 2026.

Agent acknowledges and understands that prior to signing the agreement CETUSA must be notified if Agency works with any third parties (non-agency employees or sub-agents) who may be directly or indirectly involved in the administration of CETUSA Trainee and Internship programs. Agency must disclose any agreement with third parties who Agent may outsource program marketing, recruitment, placement, housing accommodations, collection of fees, or other services they provide in conjunction with CETUSA Trainee and Internship Programs for additional vetting and approval.

In addition, by signature on this Agreement, Agent certifies that any and all employees, staff, independent contractors and/or third parties are sufficiently trained in all aspects of the Trainee/Internship program, including the U.S. Department of State Regulations as set forth in 22 CFR 62.

COUNCIL FOR EDUCATIONAL TRAVEL USA SERVICES TO BE PERFORMED:

1. Provide Agent with appropriate program information, program regulations, manuals, handbooks, and vital materials and offer training on program management.
2. Provide Agent database access upon satisfactory submission of required partner documents.
3. Review and send notification of sponsorship acceptance to Agent for accepted Trainee/Internship program applications submitted by Agent.
4. Act as liaison between the applicant, the Host Company, and Agent during the application process and provide assistance to CETUSA with participant issues throughout the entire duration of the program.
5. Provide guidance to participants on how to secure appropriate housing accommodations as needed.
6. Provide Form DS-2019 to Agent upon sponsorship approval and full payment of appropriate program fees.
7. Ensure all program participants receive a Pre-Departure Orientation and resources for finding area specific information.
8. Provide program support services to program participants including a toll-free 24-hour emergency telephone support line.
9. Enroll participants in an accident and sickness insurance policy that, at a minimum, meets the U.S. State Department program requirements for Exchange Visitor programs.

AGENT SERVICES TO BE PERFORMED:

1. Provide accurate program information and materials in accordance with CETUSA policies and the U.S. State Department guidelines to prospective Exchange Visitors and host companies before entering into agreements and before requiring candidates to pay non-refundable fees. Information must clearly explain program activities and terms and conditions of program, including the terms and conditions of activities such as internship or training goals and objectives, training hours, stipend, and other pertinent information. Program costs must be itemized with transparency as to the fees being paid to the sponsor, and the fees being paid to the Agent, insurance costs, and other typical costs such as visa application fee, the SEVIS fee, transfer and extension fees, Form DS-2019 reissue fee, and approximate airfare. Program conditions and restrictions must be explained, as well as the importance of the cultural components of the program. Program information and materials must make clear to prospective Exchange Visitors that the stipend they receive may not cover all expenses and that they must have additional personal funds available to meet such expenses.
2. Interview all applicants to ensure applicants' appropriateness to apply for the program.
3. Verify prospective applicants' English skills prior to recommending them to CETUSA programs to ensure advanced English knowledge approximately equivalent to SLEP test score 63, TOEFL paper 550, TOEFL computer 213, TOEIC 750, or IBT 80.
4. Assist applicants with identifying their training/internship goals and expressing them in their Curriculum Vitae and CETUSA program application.
5. Verify accuracy and authenticity of applicants' documents and their English translation (if applicable)
6. Provide Pre-Departure Orientation to all sponsored program participants which must include a review of program activities as described in Form DS-7002, review of cultural goals and components of the program, terms and conditions of internship or training (including host company name and address,

position duration, learning objectives, weekly training hours, stipend, insurance costs and information, and other conditions and restrictions of their exchange program as outlined in Agent Manual and in the Participant Handbook.

7. Ensure all relevant fees are paid in a timely fashion to CETUSA as required by the terms of the program.
8. Update CETUSA staff with flight information at least 1 week prior to U.S. arrival.
9. Notify CETUSA of participant's visa interview date, interview result, and intended arrival dates as soon as each becomes available.
10. Provide participants with help or instructions regarding the payment of the non-refundable SEVIS Fee.
11. For programs referred to CETUSA as Self-Placement applications where Agency has arranged the placement, and in the event of problems or the need to relocate the participant to another host company, provide assistance in finding a new placement or agree to pay CETUSA \$1,000 for placement assistance fee.
12. Provide assistance in addressing participant issues during the program when requested by CETUSA staff.

INDEMNIFICATION: Agent agrees to indemnify and hold harmless CET Management and/or Council for Educational Travel USA, their employees, and representatives for any injury, loss, damage or expense resulting directly or indirectly except for intentional or negligent acts or omissions.

TERMINATION OF AGREEMENT: This Agreement may be terminated at any time by either party upon a material breach by the other party or by CET Management or by CETUSA due to business or economic conditions. It is understood and agreed that any violation by Agency of any laws, rules, or regulations applicable to the Trainee and Intern Program shall be deemed a material breach. Additionally, Agency understands that in the event of non-compliance with this Agreement, CETUSA may be required, and reserves the right to, report Agency to the U.S. Department of State and/or to the local U.S. Embassy, consulate, or other oversight organizations.

ASSIGNMENT OF AGREEMENT: CET Management retains the right to assign this agreement.

FORCE MAJEURE AND EVENTS BEYOND CET MANAGEMENT AND CETUSA'S CONTROL: CET Management and CETUSA are not responsible for deviations or cancellations of anticipated internship or training assignments and/or any accompanying financial or other loss to Representative as a result of acts of God, conditions of force majeure, acts of government, or any other circumstance beyond the direct control of CET Management and CETUSA such as, but not limited to, strikes or other labor discord, acts of third parties, financial insolvency, or any other inability on the part of an employer to accept assignments, terrorism or the threat thereof, perceived or actual epidemics or the threat thereof, civil disturbance, criminal activity, etc.

INTELLECTUAL PROPERTY: CET Management UK, Ltd. and any and all current and future entities and/or members of CET Management Group (hereafter collectively "CET Management") represents and warrants to Agent that CET Management owns all right, title and interest in and to, including but not limited to, the business name(s), trade name(s), corporate name(s), fictitious business name(s), acronym(s) of any and all names, logo(s), slogan(s), design(s), confidential or proprietary technical and business information, or other data and information used in connection with CET Management business practices (hereafter "Intellectual Property") whether now owned or existing or hereafter acquired. It is agreed and understood by the parties hereto that the use of any and all intellectual property by the Agent is prohibited, unless prior written

consent is granted by CET Management.

REMARKS: This Agreement is not valid without the attached Addendum – Agency Fee List 2026.

PROGRAM FEES: AGENT will pay to CET MANAGEMENT the following per applicant fees in US Dollars for programs beginning 1st January 2026 to 31st December 2026 (other program durations are available, prices available upon request).

PAYMENT SCHEDULE: Payment of all fees is due upon receipt of relevant invoice.

SETTLEMENT OF PROGRAM FEES: CET Management reserves the right to offset any monies due to Agent against any future fees payable relating to any students that are provided by Agent. CET Management will notify the agent of the intent to offset these monies and will proceed with the process unless it is objected to by Agent within a 14-day period from notification.

| Self-Placement Participants | |
|---|-------------|
| Duration | Program Fee |
| 1-18 Months | \$2295 |
| CETUSA Placements | |
| Duration | Program Fee |
| 1-6 Months | \$2595 |
| 7-12 Months | \$3195 |
| 13-18 Months | \$3395 |
| Self-Placement & CETUSA Placement Participants – Hospitality & Culinary Fields (DISCOUNT OFFER) * | |
| Participant Range | Program Fee |
| 1-5 | \$2295 |
| 6-10 | \$1995 |
| 11+ | \$1695 |

| Additional Fees | | |
|---|------------------------|---|
| Fee Type | Amount | Conditions |
| J-1 Accident & Sickness Insurance Fee** | \$75 per month | Non-refundable after U.S. arrival. |
| Visa Denial/Cancellation Fee | \$450 (non-refundable) | Applies if cancellation occurs before U.S. arrival. No refund after arrival. Also applies to applicants who fail a video conferencing call with CETUSA twice during the application review stage. |
| Program Extension Fee | \$995 | Must be requested at least 45 days before original program end date. |
| Program Transfer Fee | \$595 | For transfer to another host company. Site visit fee may apply. |
| J-2 Dependent Application Fee | \$995 per dependent | Must be requested at least 45 days before original program end date. |
| J-2 Accident & Sickness Insurance Fee | \$85 per month | Non-refundable after U.S. arrival. |

| | | |
|--|------------------------|--|
| Training Plan Assistance Fee | \$150 (non-refundable) | For support in composing Training/Internship Placement Plan (Form DS-7002). |
| Priority Processing Fee | \$300 (non-refundable) | CETUSA reviews within 3 working days if full documentation is provided on time. |
| Additional J-1 Accident & Sickness Insurance Fee | \$75 per 30-day period | Optional up to 30 days before or after Form DS-2019 program dates. |
| Site Visit Fee | \$250 (non-refundable) | Applies to self-placement if host company has <25 employees or <\$3M annual revenue. |
| New Placement Fee | \$400 (non-refundable) | Applies if placement is cancelled after sponsorship approval and prior to arrival. |
| Form DS-2019 Reissue Fee | \$150 | For date change after issuance and prior to U.S. arrival. |

**This volume discount is applicable solely based on the number of successful participants who arrive in the U.S. to start their program within the agreement's validity period.*

*** The program fee does not include the cost of insurance. The invoice will include the program fee plus the monthly insurance cost multiplied by the number of months on the program. Insurance subject to increases upon renewals.*

Program fees are to be paid by electronic wire transfer. Wire transfers should be made to the bank account detailed on the invoice provided by CET Management for those fees.

SIGNATURES:

For CET Management

Name: Simon Brown

Title: CET Management Representative

Signature:

For Agent

Name:

Email Address:

Signature:

