



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 17 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 **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

- You should complete the online application form on the “**Apply Now**” button or word form available to download on the application page;
- Attach your updated resume / curriculum vitae (CV) with two referees' contact details. Referees can be from your work / university / family);
- Await confirmation from VIN for acceptance;
- Pay 100 Euros (\$125USD) booking fee after you receive VIN's confirmation email;
- VIN will confirm payment and send pre departure pack by email.

In the most countries VIN has partner organizations. So you may apply from our partner organization filling their Volunteer Exchange Form (VEF). If you apply to VIN directly on our website, you may be redirected to apply through our sending partner if one exist in your country / region. In that case, you will pay booking / inscription fee to that sending partner. The fees may vary from partner to partner. The booking fee which partner organization will charge is to cover their own admin / program expenses, not for VIN. Once you pay placement booking fee to the sending partner, you do not have to pay for VIN again. You will ONLY pay program fee to VIN.

In order to process your application for a placement, you might be asked to provide a suitable reference and health check and/or criminal check. 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 / other print resources were produced (up-to-date information can be found on the website), nor we can 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:

Program Booking Fee is 100 Euros (\$125 USD). This fee is non-refundable. The fee covers processing your application and pre-departure support and is not deductible from program fees. If you have applied from our partner organization and have already paid booking / inscription fee to them, you do not have to pay for VIN again. As mention above, the booking fee may vary from partner to partner.

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 between 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 are not happy and do not want to continue with VIN, we will not refund your program fee.

Program fee

We believe we have the most affordable program fee offered of this kind. Our program fees vary depending on program and length of stay. You may pay in advance by using paypal or wire transfer. However, you need to cover the transfer fees charged by the bank or 5.5% additional paypal charges if you would like to pay via paypal. You can also pay on the first day of your program induction at VIN office. We accept any major currencies, e.g. Euros, US Dollars, GBP, Australian dollars, Canadian dollars. You will NOT be placed until you make the full payment.

If you choose multiple projects, there will be 70 EUR extra charges to cover admin and logistic charges. If the projects location is outside Kathmandu, you will cover transportation charges. To learn more about our update fees, [click here](#) or copy this link on your browser <https://www.volunteersinitiativenepal.org/program-fees/>

Accommodation

VIN arranges accommodation during the program orientation and placement period from the program fee you pay to us. 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

VIN provides food during placement from the program fee we charge. **You** should receive three meals a day throughout the placement, which will be of Nepali standards, usually Daal-Bhat (lentil soup - rice), vegetable curry, pickle etc. If you wish to supplement your diet with other food the responsibility of these expenses are yours. We will only cover food and accommodation for the period agreed for your placement and only at your placement – host family.

For example, 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 the 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 condition, you should let us know before your arrival in Nepal. Should you wish to return to the city on the weekends, you must cover your food and accommodation yourself.



Training / Program Induction

You will receive an induction / orientation. The contents may cover VIN's introduction, Nepal history, geography, culture, Nepali language, program related orientation e.g. TEFL TIPs. The length of training (2 days to a week) depends on the nature of work and length of your stay with VIN. Training / 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 better understanding about the community you will work for. You will also be taken to a half day sightseeing in Kathmandu valley to help you develop insight on cultural and historical sites, e.g. Patan Darbar Square, Pashupatinath, Baudhanath, Swoyambhu. You should however cover the entrance fee, VIN will arrange guide and transportation.

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 to your accommodation in Kathmandu. This is covered by your program fee (this will not exceed 3 nights) and as such there will be no charge for this and we will endeavor to be on time. We cannot be held accountable for problems such as traffic jam 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 / Arrival hall with a name plate with VIN's logo. The area is not big 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)

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 bottle water, internet etc.

VISA

You may obtain a tourist VISA at the airport immigration office. The Visa (tourist) fee in US\$: 15 days: US\$25, 30 days: US\$40, 90 days: US\$100 each additional day: US\$2. You will be responsible for the VISA cost. To receive the updated information from the government web site, [click here](#)

Travel Insurance

You will be responsible to arrange 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 trying to sort out any problems that may arise during your placement; however, in the event that you experience any 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 residence 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). If it is imperative that if you do leave your placement, for example due to serious medical problems, then we will hold your money until you can resume your placement for a period up to one calendar year. The fee however won't be reimbursed in any condition.

It is important to remember that our staff will be available at limited times only and will be able to provide limited support. The nature of your placement is that you are able to show a high level of independence, flexibility and initiatives in dealing with problems yourself as they arise. Our staffs 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 by 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 time and must respect local culture. Visits from / to opposite sex is not encouraged while you are in the host family / organization due to culture sensitiveness.

Cancellations and Refunds

Once the volunteer makes a decision and pays for the registration fee and program costs, upon receipt of invoice, VIN does not refund any registration fee and program fees under any circumstances. However, if the volunteer has unavoidable circumstances (such as illness, death in the family – has to produce a certificate from the hospital / authority) may request to leave the program, VIN will refund 25% of the host family cost, if volunteer is registered for more than 28 days program. No refund will be made if the program is less than 28 days and if volunteer leaves program of their own decision. Volunteer / internship positions are non-transferable.

Program Dates

Dates of your program are agreed upon prior to training in Kathmandu. You may leave your placement early with VIN 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 prior agreement of VIN provided monies for the extra months are paid in advance. **When your placement is over you must leave your host family's residence.**

Signature

I have read VIN 's Terms and Conditions before I provided the online application and agree to my participation in the VIN Volunteer Program.