

Terms and Conditions 2025

Absolute Internship Company Limited (AI), a Hong Kong Limited with registered number 1426978 and having its registered office at 9/F Amtel Building, 148 Des Voeux Road, Central, Hong Kong, and you, the applicant, hereby agree as follows:

1. The Program

1.1 Application and Acceptance.

By applying to the Program and paying the Program Deposit, you agree to be bound by these Terms and Conditions. You understand that the Program enables you to participate in any unpaid internship for a host company ("Company"), training, language course, or similar offering and that you will not be paid for such work by AI or by Company.

1.2 On-Site Program:

- a. The content and information displayed on the AI website is believed to be correct at the time of publication. **AI makes no warranties, express or implied, as to accuracy, and you waive any claim arising from reliance on such information.**
- b. The Program includes an internship, training, language or similar course; assistance with your visa application (when applicable), career and networking events to attend during the program, welcome dinner and orientation; accommodation for the duration of your program; planned program events; support from on-site staff while you are overseas and membership to the Alumni Network upon completion of the Program; The Program inclusions might vary from the listed services and benefits depending on your program or our contract with your university if applicable. **AI is not liable for changes in the program inclusions when applying through a promoter or partner university, or when the program you've applied for has different inclusions from the ones listed above.**
- c. AI agrees to arrange an unpaid work placement for you with a Company, or a language course or training course, or a combination of those in any of the AI program destinations as part of the Program unless your program indicates otherwise.
- d. As for onsite programs where the accommodation is included, AI agrees to provide accommodation to you from the start date of your program until the end date of your program as listed in your information pack. You must check out and leave the accommodation on the end date and time listed. You might pay an accommodation Program deposit in cash or by transfer. This will be fully returned to you provided that no damage, burglary, or other expenses are unsettled upon checkout. AI is not responsible for the decision of the accommodation provider to make deductions to your Program deposit. Payment of bills, including gas, electricity, and water, provided for each accommodation is included in the Program.
- e. AI will provide contact details for on-site and off-site representatives for emergencies;
- f. Airport transfer from the designated airport to the designated accommodation in your program destination might be available and if included. It will be provided at the arranged time by AI on the Program start date as listed on your information pack. Airport pick-up outside of arranged hours will not be provided, nor is subject to a refund. You agree that if you do not inform us via

email of your flight arrival details at least four weeks prior to arrival in the Program destination, AI cannot guarantee an airport pickup.

- g. AI may substitute suppliers or modify Program components at its discretion, provided the overall format remains substantially similar.
- h. Neither domestic nor international flights are included in the Program fee that you pay AI unless quoted otherwise. You must transport yourself to the Program destination and purchase your airline tickets to fly to the Program destination. AI is not responsible for any bookings, damages, or costs due to any action, negligence, or event involving the purchase or operation of airline tickets. In addition, AI is not responsible for any costs, refunds, delays, and extra charges that airline companies might charge you. In some instances, your details will be forwarded to a designated flight provider. It is your choice whether to use our suggested flight provider, and AI takes no responsibility for any consequences that may arise from this result.

1.2 Remote:

- a. The content and information displayed on the website of AI is believed to be correct. AI is not liable for the information on the website, and you shall not hold AI responsible for any misinformation.
- b. The Program includes an internship, online training access, language or similar course; assistance, career, and networking events to attend virtually during the program, online orientation; and support.
- c. AI is not responsible for any damages, costs due to any action, negligence or event involving interning remotely.

2. Work Commitment and Conduct

2.1 Commitment

You shall perform your internship or attend your training/course in accordance with the schedule provided by the Company or AI, attend all required events, complete assigned tasks, and maintain professional conduct at all times.

2.2 Rules and Compliance

- a. You will comply with all the Company policies, schedules, behavior, including but not limited to respecting work hours, executing work tasks provided to you, and treating the Company and your colleagues with courtesy and utmost respect. You may not ask Company for time off without AI's prior written consent, and you may be released from your full work commitment under the Program only with AI's prior written consent. **AI reserves the right to impose disciplinary measures short of termination, including written warnings, probation, or removal from specific Program components.**
- b. In cases where the Company requires it, You agree to sign it Regardless of whether or not the Company demands a written Non-Disclosure Agreement, You agree to respect confidential Intellectual Property and any other confidential information of the Company;
- c. In the event that you are fired or quit the Program or you are prevented from further participating by either Company or AI for any reason, you will not be entitled to any refunds and

all parts of your program will be canceled (accommodation, activities, etc). Moreover, you accept and understand that AI cannot be held responsible for any work tasks, jobs, or projects or volume of work that have been provided to you during your internship placement by the Company.

- d. AI is not responsible for the workload that you will be provided by the Company, whether that is of high volume or low volume. In such events, you should discuss with AI, and we will endeavor to resolve the matter accordingly.

2.3 Responsibility for Safety

- a. AI takes no responsibility for accidents at third-party locations, including but not limited to the worksite of the Company, damages at the worksite of the Company, and the allocated accommodation;
- b. AI nor the Company is liable for your safety during the program abroad. Should you experience any issues during the Program, you are encouraged to contact AI in writing via email or letter and inform us with a clear explanation about the issue. In such an event, AI will strive to assist you with the matter. You understand that AI is not liable or responsible for any conversations said by us or on our behalf unless it is in written form.

3. Payment and Refund Policies.

3.1 Fees and Payment Terms

- a. Your Program deposit is for the sole purpose of reserving your position in the Program and covering certain related administrative expenses. It is non-refundable unless the Program has been canceled by AI without your consent.
- b. The remaining balance of the Program must be paid in full within 4 weeks upon placement confirmation or 12 weeks prior to the commencement of the Program, whichever is sooner, unless an alternative schedule for payment is arranged with and approved by a member of AI Staff in writing.
- c. If a payment is delinquent for 5 days or more, AI will place an automatic hold on your program participation until all payments are up to date and you may be barred from any further participation in the Program. A hold on your program participation can consist of (but is not limited to) a complete stop in the Placement Process or stop in the Program Process. A hold status can only be lifted once payments are up to date.
- d. Late Payments will incur an interest rate of 1% per calendar month, or any part thereof (12% per annum), in addition to a EUR€90 late payment fee.
- e. For Remote programs, the final fee needs to be paid in full within 7 days after completion of the Preparation call with their Program Manager.

3.2 Cancellation by Participant

- a. If you wish to cancel your participation before starting the Program, then you must submit a cancellation request in writing to AI's designated office.
- b. If you've paid the Program's full fee and decide to cancel your participation, a 50% refund of the Program fee, not including the Program deposit, will be provided by AI to you, except

when the cancellation request is received by AI fewer than 12 weeks prior to the commencement of the Program, in which case no refund will be provided.

- c. If you have not paid the full Program fee and wish to cancel your participation before starting the Program, you are not entitled to a refund of any kind. AI is not liable to you for any claims at any time for any amount above the fees you have paid to AI; Program extras such as insurance, extra nights, activities etc, are not subject to refunds.
- d. In the event of cancellation of fully paid programs that have suffered initial program changes due to the Program participant's request (start date of the Program, destination of the Program, or the nature of the Program), a cancellation fee of EUR€1000 will be applied. Upon receipt of a cancellation request by AI and given that the Program fee has been paid in full, the Program participant will be entitled to a 50% refund of the Program fee received previous to the cancellation request and not including the Program deposit or the cancellation fee, which shall be forfeited. This excludes cancellation requests received by AI fewer than 12 weeks prior to the commencement of the Program or where the Program fee has not been paid in full, in which case no refund will be provided.
- e. Any recipient of an AI Scholarship Award is subject to these same payment terms, conditions, and policies, as AI will reserve your position in the Program and will make certain financial commitments related to your participation in the Program. If you withdraw from the Program for any reason, other than AI's failure to place you prior to the Program start date, you are obligated to pay AI 50% of the scholarship value to cover the costs incurred. If you withdraw from the Program for any reason after you have been allocated an internship, you are obligated to pay 100% of the Program fee including the value of the scholarship you have received;

3.3 Changes in your Program by Participant

- a. Changes in the start date of the Program, destination of the Program, or the nature of the Program may incur administrative fees and additional costs. If you request a change +4 weeks after paying the Program deposit, an administration fee of EUR€200 will be charged in addition to any extra costs we may have incurred on your behalf (accommodation, activities, etc).
- b. If a change request is submitted within 16 weeks before the commencement date of your Program, AI reserves the right to refuse it or apply an additional cost.
- c. In the event you wish to change or prolong your Program once onsite, AI reserves the right to refuse any requests of this nature at our sole discretion. And the participant will be charged an extension fee of EUR€300 in addition to any fees pertaining to accommodation and activities if the change is possible.

3.4 Cancellation by Absolute Internship

- a. In the event a Program participant fails 3 interviews during the placement process, AI reserves the right to cancel the Program participant's program. The Program participant will be entitled to a partial refund of 50% of the Program fee, excluding the Program deposit, if the full Program fee has been settled and the cancellation happens 12 weeks before the commencement of the program. If the participant fails 3 interviews with less than 12 weeks before the start of the program or the full fee has not been paid. The participant is not entitled to a refund.

- b. In case AI has to cancel your Program before your start date and for reasons which are not connected to the Program participant, a full refund, including the program deposit, will be provided to the Program participant. AI cannot be held responsible for any costs incurred in relation to the Program by the Program participant or any other individual;
- c. All information that is submitted on your application for consideration into the Program is interpreted as true and accurate. If it is discovered that information on your application is misleading or untrue, AI will be entitled to 100% of your Program deposit payment and 100% of your Program fee. In addition, you may be barred from further participation in the Program.

4. Compliance.

- a. You represent that you are over the age of 18 years and legally eligible to participate in the Program.
- b. You are solely responsible for obtaining and maintaining all documentation that may be required, including, without limitation: any visa, photos, passport, official bank statements, proof of academic qualifications and relevant working experience, proof of enrollment at a university via official letter from the university, copy of the student card or any other required documentation.
- c. AI takes no responsibility for charges or potential consequences related to the issue of passports, the issue of visas, and the mailing of passports, express processing, delays, or cancellation of the Program due to failure to inform us.

4.1 Visa Application and Processing

- a. It is the responsibility of the participant to check whether the visa or work pass (hereinafter "visa") processing and visa application fee is included in the Program Fee. If the visa processing and visa application fee are included, AI will endeavor to obtain the visa before the Program commencement.
- b. AI takes no responsibility for the outcome of the application. AI cannot guarantee that you will obtain a visa.
- c. Provided that the visa is not obtained at all before the Program commences due to circumstances outside of Absolute Internships or the participant's control, AI reserves the right to retain 50% of the Program fee and the non-refundable Program deposit.
- d. If the Program fee does not include the visa application fee or AI is not liable to process the Program participant's visa, you are responsible for ensuring that the visa is obtained on time.
- e. In case the Program participant is applying for a visa themselves, the Program participant will be responsible for all visa-related fees and the consequences relating to the duration of the visa process. In all cases, failure to obtain a visa (and/or to obtain a visa before your Program's commencement date) is not grounds for a refund of the AI Program fee. AI is not liable for payment of (or reimbursement of) visa expenses when you are applying yourself.
- f. In the case of a complication in obtaining your visa, AI must be informed 4 weeks before the program start date. AI will use all reasonable endeavors to assist you with the visa application and best resolve the application to the mutual benefit of the Program participant and AI. AI is not, and you shall not hold AI, liable or accountable for any consequences relating to damages

or costs involving your passport, personal property at any stage of the visa process, during the Program, during the transportation, or during the processing or visits of any authorities or third parties.

- g. The Program participant is liable and responsible for checking that they obtain the correct type of visa with the correct length and type. Should you decide to travel overseas from your host country during the Program duration, it is your responsibility to ensure that the visa obtained allows you to re-enter the country.
- h. If the Program participant obtains the incorrect visa, AI reserves the right to refuse participation in the Program.
- i. If you have chosen and been accepted to the London Program by AI, you will be responsible for paying any fees related to applying for the UK visa and for any potential sponsorship costs of enrolling you to the British University North America Club (BUNAC), which is required to apply for the visa.
- j. The maximum liability of AI is limited to the amount of the actual cash paid by the Program participant to AI for the Program.

5. Standards of Conduct

5.1 Rules and Behaviour

- a. AI reserves the right to establish and enforce reasonable rules and standards of conduct to facilitate the well-being and enjoyment of you and other participants.
- b. Failure to comply with such rules and standards may result in you being barred from participating in the Program without any further obligation on behalf of AI to re-enroll you in any program.
- c. AI may, in its discretion, have you removed from the Program, at your sole cost and expense, without subsequent refund to you or any portion of the Program fee except in accordance with Section 3.
- d. AI is not legally responsible or liable for the actions of Program Program participants.

5.2 Accommodation arrangements:

- a. If you are barred from further participation in the Program, you shall vacate any housing accommodation provided to you by AI within the next 5 calendar days.
- e. Should you refuse to collect your personal belongings and vacate the accommodation facility in due time, it will be considered “trespassing” and AI is authorized to remove and is not liable for all your personal belongings. You hereby agree to release and indemnify AI from all claims, demands, liabilities, obligations, damages, losses, costs (including attorney fees), and expenses (collectively, "Obligations") related in any manner to your actions or failure to act at any time during your Program participation or upon termination;
- f. You are expected to leave your accommodation facility in the same condition as when you arrived, and you are liable to AI or any third parties for all damage done, and for the cost of any required repairs, to your room, any other rooms, and your accommodation facility building;

6. Release and Limitation of Liability

- a. AI has selected suppliers to assemble your Program with care. AI has no liability to you for the actual delivery of the Program, excluding in cases where it is demonstrated that AI has breached that duty and damage to you has been caused;
- b. AI takes no responsibility and is not liable for any third-party actions or behavior, including but not limited to that of the Company, employees at the accommodation, and the staff at event venues.
- c. AI is not liable for any lost or stolen baggage or other personal property.
- d. AI will not be responsible or pay you compensation for any injury, illness, death, loss, damage, expense, cost or other claims of any description if it results from including but not limited to any unusual or unforeseeable circumstances beyond ours or our supplier(s) control, the consequences of which could not have been avoided even if all due care had been exercised and an event which either ourselves or suppliers could not, even with all due care, have foreseen or forestalled;
- e. You understand that sporting activities (including, without limitation, cliff jumping, swimming, snorkelling, parasailing, bungee jumping, boating, rafting, diving, skating, hiking, camping, surfing, jet skiing, water skiing, and wave running), motor vehicle rentals, nightclubs, ground or other tours offered by local vendors, and any other activity in which you may participate during the Program, involve risk and possible injury or death to you and others. Your participation in any activity is voluntary. You hereby release AI from all Obligations related in any manner to your participation in any activities during the Program to the fullest extent permitted by law and provided AI was not the primary cause of such injury or death or other Obligations.
- f. AI hires suppliers not affiliated with AI to transport Program participants to and from organized activities during the Program. You hereby release AI from all Obligations for any injury to the person or property of you or any other person or entity related in any manner to any transportation provided by these companies to the fullest extent permitted by law and provided AI was not the primary cause of such injury or death or other Obligations.
- g. If you choose to drive a motor vehicle or ride anytime during the Program, whether for work or leisure, you do so at your own risk.
- h. Any of your activities or choices you make that involve drinking alcohol or drug consumption regardless of the legality of such drugs in the host country are not related to AI and are therefore solely at your own risk.
- i. Abuse in the consumption of alcohol or drugs may result in your termination from the Program at AI's sole discretion.

7. Health and Medical

- a. You must disclose any medical conditions or requirements that may affect your participation. AI may require supporting documentation.
- b. You will comply with any vaccination or health disclosures required in order to obtain a visa when/if applicable.
- c. If you become ill or injured during the Program, you agree that AI will have the right, but not the duty, as your agent, to take reasonable action to secure emergency health care for you and any transportation-related thereto. In such an event, you agree to pay for any expense

incurred for such health care, transportation, or other related services, and to reimburse AI for any sums advanced or paid in connection therewith. All health care expenses incurred by you are your sole responsibility.

- j. During your participation in the Program, you will not be entitled to any health insurance or unemployment benefits. You therefore you agree to release AI and Company from any claim for health care

7.1 Insurance.

- a. You must obtain and maintain comprehensive health, travel, and personal liability insurance covering the entire Program duration and program location. Proof of insurance must be provided to AI upon request and no later than eight (8) weeks before commencement.
- b. Your medical insurance must comply with AI's minimum requirements and with the visa minimum requirements if applicable.
- c. You are required to bring all relevant insurance documents with you to the country of the Program location. Neither AI, the Company, nor its employees are liable for any medical advice given by AI or third parties. If you choose to cancel the Program less than 12 weeks prior to the Program start date, no refund will be given for any reason, and it is your responsibility to claim any expenses incurred from your chosen insurance provider.

8. Recorded Media.

8.1 Consent to Use

- a. AI may record, photograph, or otherwise document your participation in the Program. You grant AI a perpetual, worldwide, royalty-free licence to use such media, including your likeness and any testimonials, for marketing, educational, or other lawful purposes.
- b. Any use of recorded media shall be in compliance with applicable data protection laws and AI's Privacy Policy.
- c. Where permitted by applicable law, you may withdraw consent for future use of your image or likeness by notifying AI in writing. Such withdrawal will not affect uses made before receipt of the notice.

9. Forces Beyond Control.

Definition: A "Force Majeure Event" means any event or circumstance beyond AI's reasonable control, including but not limited to: natural disasters, extreme weather, epidemics, pandemics, public health emergencies, government-imposed restrictions, travel bans, border closures, civil unrest, strikes, terrorism, armed conflict, supplier insolvency, or failure of transportation or utilities.

- a. If forces beyond AI's reasonable control cause the Program to be extended or delayed, you must pay all extra costs associated with such extension or delay (e.g., extra lodging, meals, fees to change scheduled flights, and other transportation costs), and must reimburse AI for any such increased expenditures made on your behalf. Any refunds to which you may be entitled are entirely subject to Section 3 herein.

- b. AI is not responsible or accountable for any travel bans, travel warnings, or quarantine imposed on your home country or your host country.
- c. In the case that there is any Force Beyond the student's control, the student who has paid for an on-site program has the option to change to a Remote Internship Program without any penalty fee.
- d. In case of Force Majeure, if the student gives Absolute Internship notice at least 12 weeks before the program start date, refund policies in Section 3 apply. In the case the student decides not to do the Remote Internship Program and just cancels the on-site program, any refunds to which you may be entitled are entirely subject to Section 3 herein.

10. Governing Law; Jurisdiction.

- a. These Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong, without regard to conflict of law principles.
- b. Any dispute, controversy, or claim arising out of or relating to this Agreement shall be settled by arbitration in Hong Kong under the Hong Kong International Arbitration Centre Administered Arbitration Rules then in force. The arbitration shall be conducted in English before a single arbitrator.
- c. The arbitration proceedings shall be conducted in English.

11. No Assignment; Binding Effect.

- a. You may not assign any of your rights or obligations under this Agreement without AI's prior written consent.
- b. AI may assign this Agreement in the event of a change of control or corporate restructuring without your consent.
- c. This Agreement shall bind and inure to the benefit of the parties and their respective successors and permitted assigns. Any release of liability hereunder shall extend to AI's agents, contractors, employees, officers, directors, shareholders, and affiliates.

12. Severability.

If any provision of this Agreement is found by a court or arbitrator to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect. The parties agree to replace any invalid provision with one that most closely reflects the original intent and is enforceable.

13. Entire Agreement

- a. This Agreement constitutes the entire understanding between you and AI regarding the Program and supersedes all prior written or oral agreements, representations, or understandings not expressly set out herein.

- b. No modification or amendment to this Agreement shall be binding unless made in writing and signed by both parties.
- c. No waiver of any provision shall constitute a waiver of any other provision or a continuing waiver.
- d. You acknowledge that you have not relied on any statement, promise, representation, or warranty not expressly set out in this Agreement.