



### **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 Volunteers Initiative Nepal;

'Partner Organisations' are organisations around the world who send volunteers to VIN.

Volunteer / internship program are 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 the **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 them, please contact us. You can also obtain your own legal advice on them, should you wish to do so.

#### **Application Process**

There are two different ways to apply for a placement at VIN.

##### **1) Directly through VIN's website:**

You should complete the online application form on the "Apply Now" button on the website 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 professional or personal);
- Await confirmation from VIN for acceptance;
- Pay **€120 Euros** (\$140USD) booking fee after you receive VIN's confirmation email
- VIN will confirm once the payment is received and send pre departure information pack by email.
- You will be requested to pay the program fee half by the paypal / bank transfer and the other half in person once arrived at VIN in Kathmandu.

*Please note that if you apply to VIN directly on our website, we may redirect you to apply through our sending partner if one exist in your country / region.*

##### **2) Through VIN's partner organisations:**

In most countries VIN has partner organizations. You can apply to our placements through our partner organizations by filling in their Volunteer Exchange Form (VEF) and pay their inscription / placement booking fee. This is to cover their own admin expenses, not for VIN. Fees may vary from partner to partner.

Once you pay the placement booking fee to the partner organisation, you will ONLY pay the program fee directly 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 record 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.



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If we find the information you have provided is false after the booking is made, we will not refund your booking fee. This is to cover our admin costs in processing your application and placement arrangement.

All information in our website is factual and correct according to our sources of information. 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. The most up-to-date information can be found on the website [www.volunteersinitiativenepal.org](http://www.volunteersinitiativenepal.org).

We cannot accept liability for unforeseen circumstances outside of our control, such as natural disasters or epidemics.

We will do our best to advise you of any changes known to us prior to your departure. You will also receive any relevant information from VIN.

### **Program Booking Fee:**

Program Booking Fee is €120 Euros (\$140 USD). This fee is non-refundable. The fee covers processing your application and pre-departure support and is in addition to the 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 mentioned above, the booking fee may vary from partner to partner.

We ask **ALL** volunteers to pay 50% of VIN's program fee via PayPal or bank transfer as soon as you receive the Placement Information Sheet.

If the placement is cancelled up to 4 weeks prior to the agreed placement start date, VIN will keep 25% of the transferred program fee. And return back to you the rest.

We will keep the total 50% of the program fee if the cancellation happens less than 4 weeks before the placement start.

### **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.

If we are able to provide one of your placement choices and you decline and do not want to continue with VIN, we will not refund your program fee.

Once your placement started, and you choose to stop your volunteering with us, we will not refund you.

### **Program fee**

We believe we have the most affordable program fee offered of this kind, if booked directly through us. 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 an extra one off charge of 70 EUR to cover admin and logistic charges. If the project's 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 your accommodation during the program orientation and placement period which is included in the program fee.



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Once placed at your accommodation in the community, your sleeping arrangements may be private or shared. In most cases there will be shared bathroom and toilet facilities.

Bathroom and toilet facilities as well as standards of hygiene can vary and the facilities are in accordance with local standards. VIN has vetted each accommodation but please note that standards may sometimes be very basic.

Should you choose to not stay in the accommodation arranged by VIN and decline an alternative arranged by us, we can help you find private living arrangement but you will need to cover the cost of the new accommodation.

## **Food**

VIN provides food during the induction and placement period, which is included in your program fee.

You will receive three meals a day throughout the placement, which will be of Nepali standards. Usually this consists of 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.

If you have any particular dietary requirements, allergies or conditions, you will need to inform us prior to your placement.

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 or spend the weekend in Kathmandu, we will not refund these expenses and you need to cover these costs.

Most accommodation arrangements are between VIN and host family/ monastery.

Once placed you will share the same food with them.

Should you have any dietary requirements, allergies or condition, you need let us know before your arrival in Nepal.

## **Training / Program Induction**

You will receive a full induction to VIN and a program orientation.

The contents cover an overview of VIN, a quick history of Nepal, some geographical and cultural information, a Nepali language class and program related orientation.

The length of training varies from two days up to a week. This depends on the nature of your placement and length of your stay with VIN. The induction and program 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 with.

You will also be taken to a half day sightseeing in Kathmandu valley to help your orientation into a new culture. Please note that we will arrange a guide and transportation and you will be asked to cover the entrance fees.

## **Travel**

You are responsible for arranging and paying for your own travel to Kathmandu. We will arrange an airport pick up service to bring you to the VIN office. However once your placement is finished, you will need to make your own journey to the airport.

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 related to your travel arrangements (for example if your flight is cancelled).

Your program cost does not cover your transportation costs for leisure time either (for example if you decide to take a weekend trip).

## **Airport Pick up and Drop Off**



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On receipt of your flight details, VIN will organize an airport pick up upon your arrival and we will drop you off at your accommodation. 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 USD)

### 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 getting a Nepalese SIM card. 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 close to the working site; hence VIN does not cover any travel expenses. You would suggest that you calculate a monthly rate of 30 USD for bottled water, internet and other personal expenses etc.

### VISA

You will need to obtain a tourist VISA at the airport immigration office.

The Tourist Visa fee in USD:

15 days: USD 30,

30 days: USD 50,

90 days: USD 125

each additional day: USD 3.

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 you need to leave your placement due to serious medical problems, then we will hold your money until you can resume your placement for a period of up to one calendar year. The fee however won't be reimbursed in any condition.

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 traveller to protect yourself on a day to day basis.

### Your Obligations



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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 your placement. You must behave appropriately in accordance with locally accepted behavior and custom during your placement. This means, both, male and female should wear long sleeve clothes, not exposing the body parts. We do not accept responsibility for failure to secure your volunteer work or dismissal from such volunteering 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 sensitivity.

### **Cancellations and Refunds**

We ask **ALL** volunteers to pay 50% of VIN's program fee via PayPal or bank transfer as soon as you receive the Placement Information Sheet.

If the placement is cancelled up to 4 weeks prior to the agreed placement start date, VIN will keep 25% of the transferred program fee and return the 70% of the transferred amount!

We will keep the total 50% of the program fee if the cancellation happens less than 4 weeks before the placement start. NO refund is made!

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 and unforeseen circumstances (such as illness, death in the family member – parents, spouse, children has to produce a certificate from the hospital / authority) you may request to leave the program.

In this case, 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 the induction (on arrival orientation) 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 on arrival orientation/training date. You may extend your volunteer period at the discretion of and with prior agreement of VIN, provided that you pay the additional program fee in advance.

**When your placement is over, you must leave your residence - host family / monastery.**

### **Signature**

I have read VIN's **Terms and Conditions** before I filled the online application form and agree to my participation in the VIN Volunteer / internship Program.