

## INTERN NETWORK TURKEY SERVICE DESCRIPTION AND CLAUSES

Our placement guidance offers an opportunity to those students who are not able to get an internship by themselves or need really specific requirements, offering them a personal, customized solution. One of our agents will take care of the whole process and will commit to arranging an internship with the required conditions upon acceptance of the request.

This service is fully customized, therefore, you have to submit your request filling in your requirements being necessary to be accepted by both parties.

In order to receive your Acceptance Letter and Training Agreement, both completed and signed, you should make a one-time payment.

## THE PROCESS

- **Complete this service agreement:** Fill in this document and the application form on our website that includes the requirements. Once you send these documents to us and we accept your request you should pass on to the next step.
- **Receive a call/e-mail from our side:** A consultant will get in touch shortly to confirm with you.
- **Interviews.** Once we receive your application, one of our agents will personally take care of your application. Once we have an internship fitting your requirements we will set up an interview.
- **Payment of deposit:** After the interview with the firm representative, if both parties agree on the internship terms, we require you to pay a deposit of €100 that will be given back if we fail to provide you with the internship requirements. By the time you make the deposit payment, you will receive the signed/stamped Acceptance Letter from the firm. Payment information will be given to you after your internship is approved by your university.
- **Payment and documentation.** When an internship is approved based on your requirements mentioned in this agreement and you have received an acceptance letter, you need to pay the rest of the fee of €299 to make a total price of €399 same account provided previously. At this point, we will prepare the Training Agreement and take care of helping with the paperwork with your university/school and the company so we make sure everything is arranged on time.

- **Other issues.** Visa, legal documentation, and accommodation: After finalizing the last part of the payment if you need to apply for a student visa you need to do it at this step. We are able to help you with these procedures for extra fees.

## LEGAL TERMS

- The student agrees with the following terms when signing this Service Agreement.
  - The student accepts and confirms that Intern Network Turkey is an intermediary agency whose service is to connect students and companies to set up internships with the requirements defined by the student.
  - Any other requirements outside of what is stated in this agreement by all parties will not be guaranteed:
  - **Position agreed:** \_\_\_\_\_
  - **Internship period from:** \_\_\_\_\_ **till** \_\_\_\_\_
  - **Deadline:** \_\_\_\_\_
  - **Duration:** \_\_\_\_\_
  - **Firm accepted:** \_\_\_\_\_
  - **University requirements: Yes      No**
  - **If yes please specify:**
  - Once this agreement has been signed and the deposit paid, we will not accept changes to the requirements. In this case Intern Network Turkey has full rights to reject the further search of the internship and it will be considered a voluntary withdrawal.
  - The period from the moment of payment of the deposit to the end of the deadline mentioned in this agreement is considered the placement search time. Any request to cancel the service will be considered a voluntary withdrawal.
- Deposits and refunds:**
- The deposit is refundable only in case we do not find an internship that meets the student requirements described in this service agreement. The deposit is not refundable in any other case. Students will get their refunds made through Wise.
  - At the moment the candidate is interviewed and accepted to an internship fitting to requirements, payment of the full fee is mandatory, despite going or not to the placement confirmed.
  - In case of voluntary withdrawal, the deposit is not being returned and Intern Network Turkey holds the full right not to continue the placement search.

- If the student changes his position requirements after getting accepted to the company which results in him being rejected from the placement, a refund will not be provided.
- If an offer matching the requirements has been made to the student before the set deadline and it is rejected due to a lack of, or delayed responses from the student, a refund will not be provided.
- It is the student's responsibility to inform about the requirements of the university. If a placement fitting to requirements described in this agreement is provided and the university rejects it, we are not liable; therefore it is considered a voluntary withdrawal.
- The student will get a description of the position before the interview, but you can discuss the specific tasks and other information related to the placement during the interview. Rejecting an interview with a fitting company without a proper reason is considered a voluntary withdrawal.
- All information included in this proposal is confidential information and shall not be passed on to third parties.
- Applicable Law Jurisdiction: These terms of use shall be governed by the laws of Turkey and by no other law. Any litigation related to the interpretation or execution of these terms of use shall be submitted to the exclusive jurisdiction of the Courts in İstanbul.
- The payment of the total fee shall be done within 2 weeks after the confirmation e-mail is sent. 50 € extra will be charged as a penalty per week delayed. Other conditions may be possible under mutual agreement, which will be described in another contract.
- Intern Network Turkey is not providing Training Agreements and the student is responsible for providing them. Cancellations due to the lack of training agreement will not be possible.

Student name: \_\_\_\_\_

Student address: \_\_\_\_\_

Passport/ID number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Whatsapp number: \_\_\_\_\_

Date:

Signature