



Taipei American School

SUMMER INTERNSHIP STUDENT AGREEMENT

Student Name		Student ID No.	
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- Time Commitment
 - Full work day (8 hours), four to six weeks over summer break
 - If the student, due to non-expected conditions, must reschedule the internship period, the internship coordinator must be notified in advance. No adjustments to date/time/hours can be made without the approval of the internship coordinator.
- Criteria for Selection
 - Student prepared resume and letter of introduction
 - Demonstrated academic success/interest in an area related to the internship
 - Interest in college-level study in an area related to the internship
 - Able to meet the expected time commitments
- Intern's Responsibilities
 - Fully understand the objectives and duties of the specific internship
 - Honor the time and dates of the internship
 - Follow the company's prescribed dress code
 - Approach tasks responsibly and demonstrate sociability, flexibility, self-management, integrity, honesty and common sense
 - Complete resume, letter of introduction, weekly reflective journals and thank you letter
- Mentor's Responsibilities
 - Serve as a mentor/supervisor to the intern
 - Assist intern in attaining a measure of success in the program
 - Provide a meaningful work experience in a safe environment
 - Develop a list of duties and responsibilities
 - Liaise with the Taipei American School Summer Academy office on a regular basis
 - Write a letter of recommendation that may be used as a part of the intern's college application if appropriate

I have read the internship agreement and I am willing and able to meet all of the requirements.

Student's Signature _____ Date _____

We fully understand my child's responsibility and will assist to supervise his/her working attitude and behavior during the internship period. We will seek the School's assistance to contact the internship placement if there is a need, and will not contact them directly outside of the School's knowledge and approval.

Parent's Signature _____ Date _____



Taipei American School

Summer Academy

Reservation Enrollment Contract

1. Rules and Regulations

We agree to accept the rules and regulations adopted by the Taipei American School (“**TAS**” or the “**School**” including the School's drug testing policy. We understand that our child's disregard of the rules and regulations may be deemed sufficient cause for dismissal.

We agree to the policy of the School that until an account is paid in full, no student will be permitted to take examinations, receive a report card or request a transcript. Such a student may also be excluded from class.

We agree that our child may participate in all School activities, including athletics and any School-sponsored trip away from campus unless the School receives written notice to the contrary.

We understand and accept that although due care will be taken to prevent accidents to students while under the School's control, certain accidents are unavoidable. If an accident should occur, we authorize the School to take any action it deems appropriate for the benefit of our child. In doing so, the School will not be held liable. Therefore, as a condition to the School's acceptance of my child for enrollment, in the event of any accident, we hereby waive and agree to waive any and all claims that we may have against the School, its employees, board members, officials, officers, agents and/or any individual members associated with the School, other than those claims resulting from gross negligence or willful misconduct of the School. We further acknowledge that the School's relationship with us and our child will be entirely within the Republic of China and agree that it will be governed by the laws of the Republic of China under the exclusive jurisdiction of the courts of the Republic of China.

We hereby acknowledge, consent and agree that the School may keep records, personal information and data on our child on its computers and hereby further consent to the use and/ or release of such information by the School in accordance with the School's policy regarding the use and/or release of said information. We further agree to execute any other consent with respect to the collection and utilization of information on computers as the School may reasonably request and acknowledge and agree that if TAS has not received a written objection from us within seven (7) days of the request for such consent, the consent shall be deemed to be given by us.

We acknowledge and accept that the School may be ordered to temporarily or permanently close or alter its operations, or may decide to do so, as a result of a Force Majeure event. Force Majeure for the purpose of this Contract is any event or occurrence beyond the reasonable control of the School, including but not limited to natural disaster, accident, war, civil unrest, act of terrorism, outbreak of disease, and compliance with law or government order. We acknowledge that the School shall make reasonable efforts to provide educational services during any Force Majeure event, but we agree that the School shall have no liability arising therefrom. We further agree that our obligation to pay tuition and fees shall not be affected by any Force Majeure event.

We acknowledge that while our child is attending TAS, he/she will be living with one or both parents in the Taipei metropolitan area. Failure to comply with this residency requirement is considered grounds for dismissal.

2. Unconditional Obligation, Fees and Payments

The summer program tuition and fee schedule has been established by the TAS Board of Directors and is subject to change, if conditions warrant. We understand that our obligation to pay the tuition and fees for the full semester is unconditional after acceptance of this contract by the Taipei American School or the first day of a semester, whichever is later. We further understand that no portion of such tuition or fees so paid or outstanding will be refunded notwithstanding the absence, withdrawal or dismissal of our child except for refund in compliance with the Taipei American School's fee adjustment and refund policies.

**The summer program tuition and fees will be billed directly to the student's account.
The summer tuition and fee schedule does not include bus service or incidental expenses.**

We agree to pay, to the extent permitted by law, the School's expenses of enforcement and collection of tuition, fees and related expenses, including, without limitation attorney's fees and costs.

3. Fees Adjustments and Refunds

Unfortunately, refunds cannot be made after the internship placements is made.

We acknowledge that the School shall make reasonable efforts to provide educational services during any Force Majeure event, but we agree that the School shall have no liability arising therefrom. We further agree that our obligation to pay tuition and fees shall not be affected by any Force Majeure event.

In those cases where the School requests the withdrawal of a student, the Head of School or her designee may grant a prorated refund of tuition.

We understand the conditions set forth in this contract and hereby accept a place at the Taipei American School summer program.

Student's Name

Student's ID

Parent's Signature

Date