



Spanish Work Exchange Programme

Calle Tinerfe El Grande • AP de Correos 138 • 38670 Adeje, Tenerife

Tel: +34 699 526 653 • www.s-w-e-p.com • info@s-w-e-p.com

REGISTRATION HOTEL INTERNSHIP

Your personal data

First name:

Surname:

Street:

Postal code, City:

Mobile:

E-Mail:

Nationality:

Place of birth:

Date of birth:

Name of your school/university:

Details for the internship

Start date:

End date:

Which locations are fine with you? (Please tick)

Fuerteventura

Lanzarote

Gran Canaria

Tenerife

Mallorca

Ibiza

Spain Mainland

Costa Rica

Malta

Greek Islands

France

Portugal

Germany

Austria

Switzerland

Desired departments:

Other wishes:

Organisation fee

Internship duration:

1 - 6 months: €490

7 - 12 months: €590

Please send your payment via bank transfer. The down payment of €90 becomes due with this registration. The rest amount (balance €400 or €500) becomes due with the hotel placement confirmation.



Bank details

Please state your first and last name for purpose of payment!

Name of the bank: **Banco Santander, Los Cristianos, Tenerife, Spain**

Holder of the bank account: **Cornelia Lassen/Spanish Work Exchange Programme**

IBAN: **ES7300494441622310012403**

SWIFT: **BSCHEMMXXX**

Please send us the first page signed back.

By signing this registration, I agree to the general terms and conditions of these three pages and I have taken note of the [privacy policy](#).

Place, Date

Signature of the participant



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Terms and conditions for the hotel placement

1. Registration/Conclusion of the placement contract

1.1. The successful registration requires the participant's signature on the registration form (page 1) and comes into force as soon as the Spanish Work Exchange Programme (hereinafter referred to as "S-W-E-P") confirms its receipt by e-mail.

1.2. S-W-E-P reserves all rights to reject the registration should it be incomplete, contain untrue statements or if the mediation seems doubtful.

2. The participant commits to cooperation

2.1. The intern provides application documents which are a CV including an application photo and a passport or ID card copy. In order to organise the placement arrangement, the participant agrees that S-W-E-P forwards application documents to S-W-E-P's partner hotels

2.2. All information provided by the participant has to be correct.

2.3. It is the participant's obligation to take out overseas health insurance as well as accident and liability insurance covering the entire stay abroad and send copies of the policies to S-W-E-P in advance. It is the participant's obligation to meet all deadlines, so that the practical training can start at the agreed date. S-W-E-P is not responsible for delays resulting from the participant's non-compliance with deadlines.

3. Terms of Payment

3.1. The fee of the placement organisation is €490 or €590 (depending on length of internship) consisting of a down payment (first instalment) and a balance (final instalment). The down payment of €90 covers S-W-E-P's initial processing costs and cannot be reimbursed unless S-W-E-P is unable to arrange a hotel placement. After receipt of the participant's down payment on S-W-E-P's bank account, S-W-E-P continues to organize the internship. The balance of €400 or €500 becomes due after receiving the placement promise by one of S-W-E-P's partner hotels.

S-W-E-P reserves all rights to give the placement position to another applicant should the payment of the final instalment (balance) not be executed within 10 days after the placement promise.

3.2. Please send the payments by bank transfer:

Bank: **Banco Santander, Los Cristianos, Teneriffa, Spanien**

Holder of the bank account: **Cornelia Lassen/Spanish Work Exchange Programme**

IBAN: **ES73 0049 4441 6223 1001 2403**

SWIFT: **BSCHEMXX**

4. Services provided by S-W-E-P

4.1. By receiving the registration from the participant, S-W-E-P starts organizing the internship in a 3-, 4- or 5-star hotel. After receiving the placement confirmation by one of S-W-E-P's partner hotels, it is the participant's decision, whether to accept or refuse the offered placement position. If the participant accepts, S-W-E-P sends the placement contract to the participant.

4.2. Each hotel offers different conditions concerning accommodation, meals, remuneration etc. By sending the practical training confirmation S-W-E-P will inform the intern about these conditions

4.3. S-W-E-P provides a personal contact person for the intern who will assist during the entire preparation and training period if questions or problems should arise.

4.4. After successful completion of the hotel placement, S-W-E-P guarantees a letter of recommendation

5. Annulment of the contract by the participant

5.1. The annulment of the contract has to be in writing and addressed directly to S-W-E-P.

5.2. The participant can terminate the contract at any time. Should the contract be terminated after the participant registered with us, the down payment of €90 will be demanded. The payment of the final instalment (balance of €400 or €500), however, will not be required any longer.



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Should the participant cancel the contract after the hotel placement confirmation, the payment of the rest amount of the organization fee of €400 or €500 will be demanded.

5.3. It is not possible that the participant selects a substitute person since the placement arrangement is tailored individually to the participant's specific profile.

5.4. If the intern, for unpredictable reasons, does not want to continue the placement in a hotel, S-W-E-P will try to organise a hotel change. However, S-W-E-P does not guarantee this service and the organisation of a hotel change does not form part of this agreement.

5.5. The intern has no right to modify the period, place or hotel of the placement after having accepted the practical training position offered by S-W-E-P, however, S-W-E-P tries to comply with any requested changes.

6. Annulment of the contract by S-W-E-P

6.1. In case S-W-E-P cannot organise the internship, S-W-E-P will reimburse the payments already made.

6.2. S-W-E-P can terminate the contract at any time without prior notice should the trainee's behaviour be intolerable or if the trainee acts in another way against the terms and conditions of this agreement.

7. Annulment of the contract by the hotel

7.1. The hotel can terminate the contract at any time without prior notice should there be severe reasons that justify the annulment. If the reason for annulment is the trainee's intolerable behaviour (e.g. breach of the hotel's rules), the trainee himself has to bear all arising costs (e.g. flight back home at an earlier date). In such cases S-W-E-P does not guarantee the successful completion of the practical training and there is no obligation to reimburse the organisation fee or to organise a placement position in another hotel.

8. Data protection/Visual material

8.1. S-W-E-P keeps all personal data provided by its participants strictly confidential, however, it is necessary to pass on certain information (e.g. CV) to S-W-E-P's partner hotels, in order to organise the placement position. In spite of S-W-E-P's precautions, S-W-E-P does not assume liability should a third party gain access to the data..

8.2. S -W-E-P stores its participants' personal data and correspondence electronically.

8.3. The intern agrees that all photos and videos sent by them or taken by S-W-E-P before, during or after the internship period may be used for marketing purposes.

9. Limitation of liability

9.1. S-W-E-P is liable for the payments already received by the participant and not beyond.

9.2. S-W-E-P is not liable for any disease, in a case of an event of force majeure, for any personal or material damage that might occur to the trainee or a third party before, during or after the work placement.

9.3. The statements published on S-W-E-P's web page www.s-w-e-p.com and S-W-E-P's general terms and conditions of this contract form the basis for the legal relationship between S-W-E-P and the participant. Any further or varying regulation has to be confirmed by S-W-E-P in writing.

9.4. This agreement is subject to Spanish law. Place of jurisdiction is Santa Cruz de Tenerife.