



**2018 Global Educational Concepts (GEC) Program Information Guide**  
**Important Information for Your Visa Interview & Your Summer Work Experience**

Dear Summer Work Travel Student:

When you arrive for your visa interview please bring:

1. A signed copy of this document;
2. A signed copy of your Southwestern Advantage dealer agreement
- 3) Evidence that you have \$1,000 to cover the living costs during your first weeks in the United States.

For example you can:

- A. Print out a bank statement with available funds
- B. Print a copy of a credit card statement that shows that you have such amount available
- C. Or other documented evidence. As you are aware, you will be initially arriving in Nashville, Tennessee for a 4 day sales training program and will not be making actual sales during this time.

**We want you to find the exchange program rewarding, including making sufficient amounts to support yourself during the summer.**

- If you or Southwestern Advantage determines at the end of the sales training session that the Southwestern Advantage exchange program is not right for you, GEC will offer to move you into an hourly wage job and assist you in finding an acceptable position they can offer. Relocation expenses are my responsibility.
- In addition, your Southwestern Advantage sales activities will be monitored on a regular basis. If after two weeks of participating in actual selling in the sales program we find that you are not making sufficient sales to financially sustain yourself, we will seek to move you to an hourly wage job and assist you in finding an acceptable position. We will make such a recommendation if you have not collected at least \$400.00 from your initial two weeks of selling.
- If you believe that you are not collecting sufficient funds to financially support yourself in the U.S., you should call the GEC office (615-391-2924), and we will assist you in finding an alternative hourly wage job.
- If, at any other time during the summer, Southwestern Advantage determines that the program is not right for you, GEC will offer to move you into an hourly wage job and assist you in finding an acceptable position.
- If you feel you are making progress or you are receiving a good cultural exchange experience, you may stay with your Southwestern Advantage program and the company will continue to work with you each week to improve your performance.
- It is possible that neither of us will identify an alternative job that meets the requirements of the Summer Work Travel program due to availability late in the summer or not meeting the J-1 exchange visitor regulations for suitable employment (non-seasonal/temporary in nature, employment vetting requirements, etc.), or you may decide that an alternative work placement is not for you. In that case, the work portion of your J-1 program will be ended and you will have the opportunity to begin your travel period of 30 days provided that you return home before the official academic start date of your university.

Student initials DZ

- You are not permitted under the program rules to begin another job without prior approval from GEC. You may not begin any new job until GEC has vetted the employer. In addition, GEC has an obligation as described further below to report a new employer address to the Homeland Security's database (SEVIS). The program rules require us to terminate your exchange program in the event you do not comply with this requirement.

**We want you to have a good summer housing arrangement and will work with you in that regard. Under the program's rules you are responsible to immediately notify us if you change host families or living addresses.**

- We will help you locate appropriate housing – and will check with you within two weeks after you have started selling to make certain that your housing arrangement is appropriate. However, if you have any problems, issues, or concerns, you should call GEC (615-391-2924) and we will help you.
- You will be attending a Southwestern Advantage training session in Nashville, Tennessee when you arrive in the United States. During the training days, your hotel expenses will be paid by Southwestern Advantage. When you leave Nashville you will be going to a sales area, and GEC has an obligation under the program regulations to report your site of activity address. When you move into your site of activity address (on the field address), that information must be entered by GEC into the SEVIS system. It is important to immediately update and report any changes in that address throughout the summer to GEC so GEC can update your record in the SEVIS database. You should log into your GEC record and update your address immediately and no later than 10 days of any changes.
- If you change host families, your address, email address, or your telephone number, you must immediately (no later than 10 days of any changes), log into your GEC record and update all information.

**You will be collecting deposits during your sales period and the balances when you deliver customer merchandise. Below is a description of that process, and Southwestern Advantage will review much of this material in sales school.**

- During the summer you will be collecting deposits as you make sales. You may remit money into your Southwestern Advantage account (account maintained at Southwestern Advantage for purposes of helping you process credit card payments and receiving funds to cover wholesale purchases after retail sales) at any point during the summer. Students generally remit whatever excess they have left over after their expenses each week. A Southwestern Advantage sales manager will work with you during the summer to make certain that you understand the estimated wholesale costs of the products the customers are purchasing from you and help you manage your account.
- You may sell merchandise at any price you desire, but Southwestern Advantage makes retail sales price recommendations for each product.
- When you establish a bank account with a bank, you need to ask and understand about the fees they will charge you for depositing customer checks that are returned because your customer does not have sufficient funds (i.e., checks that bounce). Alternatively, if you accept checks from a customer, you may have the customer make checks payable to Southwestern Advantage and remit them to Southwestern Advantage for deposit. The proceeds will be deposited in your Southwestern Advantage account and are available to you when they clear. You may have cleared funds transferred to your own bank account to meet your living expenses. Southwestern Advantage will absorb up to 50% of any bank charges you receive due to a returned electronic check fee.
- When you deliver Southwestern Advantage products to your customers at the end of the summer, you will collect the balances due and remit sufficient funds to cover the cost of the products. Any deposits given to you where customers refuse delivery of the products after the Federal Trade Commission cancellation period of 3 business days may be kept by you or returned to the customer at your sole discretion. Any products not used by you may be returned to Southwestern Advantage for full credit. The step-by-step description of how this process works will be discussed during the training program.
- You have a responsibility to demonstrate appropriate financial stewardship, and our monitoring is intended to assist you in that regard. In the unlikely event that you encounter difficulties in collecting from your customers or otherwise find collections insufficient to cover your living expenses, Southwestern Advantage or its managers stand prepared to prevent you from suffering a financial loss.

Student initials DZ

### **How many hours should I anticipate working?**

We do not monitor the hours you work. As your Southwestern Advantage Dealer Agreement states, you are free to choose the time, place and manner in which you sell. The number of hours you decide to work is determined by the goals you establish for yourself.

### **Delivery of Merchandise**

As stated in your Southwestern Advantage Dealer Agreement, you will be responsible for delivering books and collecting final proceeds from your customers. You are not permitted to drive a car to make deliveries. Your Southwestern Advantage sales manager will work with you to identify sales and affordable ways to make such deliveries. Southwestern Advantage will send the merchandise directly to your customer if you so choose.

### **Cultural Components**

In addition to the cultural experiences you will have meeting hundreds of American families this summer, you will also be informed of social and cultural activities in your region. We encourage you to take advantage of these cultural opportunities. Cultural activity participation is a core component of the program and will be a requirement of your program.

### **Monthly Monitoring**

GEC is your sponsor and is here to assist you. GEC will reach out to you no later than every 20-30 days. Responding to monthly monitoring requests is an important and required part of your program. Be sure to check your email from GEC frequently and log into your GEC record to complete any monitoring requests within the required timeframe. We look forward to your responses and hearing about the activities and experiences of your program!

### **GEC Program Materials**

As a reminder, be sure to read your Program Materials and contact GEC if you have any question about your upcoming summer in the U.S. before you sign your work agreement or arrive in the U.S. Your Program Materials contain:

- GEC Participant Handbook
- SEVIS registration information & instructions
- Social Security Information & instructions
- Medical insurance policy information
- Disclosure of fees and costs
- DOS Brochure and welcome letter
- Safe Transportation Video

On the GEC website you will find local community resources, cultural activities and general information for the state in which you will be living/working. It's a good idea to be familiar with the area including the weather, climate and culture.

We look forward to welcoming you to a wonderful summer experience in the USA!

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I have read this document and understand my obligations and requirements and those of Global Educational Concepts and Southwestern Advantage as described above.

Rey  
Summer Work Travel Student Signature

09-02-2018  
Date

Dana Zhumaberova  
Printed Name – First and Last

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GEC signature

\_\_\_\_\_  
Date