



## Au Pair in China Program

### Terms of Cooperation

By registering for the Mandarin School Au-Pair in China Program the applicant agrees to the terms of cooperation between him or her and Mandarin School and/or its partner institutions as these terms are listed on the following pages of this document.

In the event of any infringement by the applicant Mandarin School reserves the right whether or not to ban him or her from all programs of Mandarin School itself, its partner agencies, its partner universities and other partner institutions in future. Additionally the applicant will be charged with all costs resulting from his or her infringement - upon presentation of the relevant receipts.

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## Duties of Mandarin School

### 1. Program Clarification

On its website Mandarin School will carefully explain the circumstances and conditions

of the Mandarin School Au Pair in China Program to the applicant as well as provide important information for download. Should any further questions arise on the applicant's side, Mandarin School will answer those with the same care.

### 2. Timely Reporting

Mandarin School will timely report back to the applicant the outcome of his or her application. I.e. usually the applicant will receive a notification whether or not his application has been successful after one week, but latest after one month.

### 3. Auditing and Mediation

Mandarin School ensures the applicant, that all its partner agencies have been personally

audited by Mandarin School employees. In the event of a dispute between the applicant and a partner agency Mandarin School will mediate to reach a satisfying outcome for all parties involved.

### 4. Disclaimer

Mandarin School cannot be held liable for the results of any omissions or mistakes made

by the applicant himself and/or its partner institutions.



## **Duties of the Applicant**

### **1. Honesty**

The applicant ensures that during the application and following au pair program all information from his or her side has been provided truthfully.

### **2. Timely Notification**

Should the applicant wish to withdraw from the program or should the underlying facts of the information provided by the applicant change, he or she must inform Mandarin School and its partner agency, which is responsible for the applicant, immediately.

### **3. Feedback**

Should any problems arise the applicant must contact his personal advisor as soon as possible. In any case the applicant will have to contact his personal advisor once a month to discuss his or her experiences. If the applicant does not do so, he or she might lose the right of assisting services by the partner agency which is responsible for the applicant, but the applicant will not lose the monetary benefits associated with the au pair program.

### **4. Other Duties**

Other duties may arise from the conditions of the au pair contract and possible other agreements between the applicant and the partner agency which is responsible for him.



## Regulations in the Event of Program Termination

### 1. Conciliation

Should the applicant wish to terminate the program he or she will have to provide the chance to resolve the underlying problems to Mandarin School and the partner agency which is responsible for the applicant.

### 2. Benefits

The benefits claimable by the applicant are stated within our program overview on our website [www.mandarin-school.cn](http://www.mandarin-school.cn) and depend on the duration of him or her staying within the program.

All other benefits agreed upon by the applicant and the host family or by the applicant and the partner agency which is responsible for him or her are subject to arbitration by the respective partner agency.

The individual contract between au pair and host family may cause deviations from our standard program.

If any services stated on our website cannot be provided by a single partner agency Mandarin School will inform the applicant. In any case the applicant has the choice to wait for a placement at another partner agency or to cancel the program.

The applicant will have to pay all costs caused by his or her mistakes or omissions - upon presentation of the relevant receipts.

### 3. Further Regulations

Further regulations may derive from the au pair contract and/or other agreements between the applicant and the partner agency which is responsible for him.