



INTERNSHIP AGREEMENT

The COMPANY/AGENCY, _____, with company/agency address at _____, represented by Company/Agency Representative, _____ agrees to accommodate the STUDENT TRAINEE, _____, who is a _____ student of the College of _____ of Batangas State University, for the purpose of providing training in various departments of the COMPANY/AGENCY.

This training period will begin on _____ and will end on _____.

The following terms and conditions shall govern this agreement:

1. The COMPANY/AGENCY shall provide the STUDENT TRAINEE orientation and training on the areas pertinent to his / her line of specialization.
2. The training agreement shall not, in any way, constitute an employee-employer relationship and the STUDENT TRAINEE shall leave the COMPANY/AGENCY free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of gross negligence, malicious acts and criminal acts by the COMPANY/AGENCY or any of its officers and employees.
3. The status of the STUDENT TRAINEE while on training shall be that of STUDENT TRAINEE. As such, he/she shall not be entitled to any compensation and to any of the benefits accorded to an employee.
4. The COMPANY/AGENCY may grant the STUDENT TRINEE a training allowance based on COMPANY policies.
5. The STUDENT TRAINEE shall conform to all the rules and regulations of the COMPANY/AGENCY while on training.
6. The STUDENT TRAINEE shall not divulge any information that he/she may have access to, and any such information will only be used for academic purposes.
7. Both the COMPANY/AGENCY and the STUDENT TRAINEE have the right to pre-terminate the on-the-job training if:
 - a. the STUDENT TRAINEE does not show the required interest, maturity, or discipline during the training period, or if there is serious misconduct
 - b. the COMPANY/AGENCY does not provide the kind of responsible training as agreed upon.

The terminating party will inform the On-the-Job Training Office through its OJT Coordinator before any decision to terminate is made and finalized. The OJT Coordinator will intervene in order to rectify the situation in the interest of all parties concerned.

(Signature over Printed Name of Company/Agency Representative)
Date:

(Signature over Printed Name of Student Trainee)
Date:

(Signature over Printed Name of OJT Coordinator)
Date:

(Signature over Printed Name of Parent/Guardian)
Date: