

**Spain Internship service description and clauses.**

Spain Internship offers global internship experience services for students being a great opportunity for those who want to make an internship abroad. Based in Sevilla, capital of Andalusia and having representatives all over Spain, we collaborate with more than one hundred companies making sure you will be have your desired training.

**How do we work?**

1. Send us a motivational letter with your desired position and your CV.
2. Spain Internship will have a Skype interview with you.
3. If we consider that you have possibilities to get one of our internships offered we will start the procedure, starting the administrative process with you \*.
4. You will start to be interviewed for different companies.
5. Selected?! Great! Let's choose accommodation: Students residence or shared flat.
6. You are ready to make your internship\*\*!

\*The deposit to start the process is 100€

\*\*The total service fee is 490€

In combination with our accommodation services in Sevilla the total service fee is 425€

**Services description**

The administrative process begins signing this document and sending it to us. Besides this, you have to transfer the 100€ deposit to:

Recipient: Spain Internship SC  
Burdeos 39  
41012, Sevilla Spain

Account information: Account number IBAN: ES1200494423092210007088  
BIC: BSCHESMMXXX

Name of the bank: Santander Bank

Address: Avenida de Alemania 21 Portal 8 Bloque 21 Loc Postal code: 41000 Location:Sevilla  
Provincia: Sevilla

Put your own name in the message field. You can also pay the administration fee through PayPal (a transfer cost will be added).

Once the contract is signed and the company has agreed the student is mandatory to pay the rest of the amount of the program agreed.

## Legal terms

1. The student agrees with the following terms when signing this services information document.
2. The student accepts and confirms that Spain Internship is an intermediary agency which offers internship search and other mediation services and is not liable under any case of possible injuries or damages during the internship period or accommodation stay. Spain Internship will refund the administrative fee in case we don't find an internship for the student in the field selected, defined in this case like:
  - Position desired: \_\_\_\_\_
  - Field: \_\_\_\_\_

The administrative fee is not refundable in any other case. Students from European countries will get the refund to their bank account. Students from non-European countries will get their refund made through PayPal.

### 3. Important!

**Once you have been interviewed and the company confirms the internship we will send you the confirmation e-mail. After that it is mandatory to pay the total amount of the program demanded. After confirming the internship with the company, cancellations will not be possible.**

4. All information included in this proposal is confidential information and shall not be passed on to third parties.
5. Applicable Law Jurisdiction: These terms of use shall be governed by the Laws of Spain and by no other law. Any litigation related to the interpretation or execution of these terms of use shall be submitted to the exclusive jurisdiction of the Courts in Seville.
6. The payment of the total fee will be done maximum 2 weeks after the confirmation e-mail is sent. 50 € extra will be charged as a penalty per week delayed. Other conditions may be possible under mutual agreement, which conditions will be described in another contract.

Student name:

Passport number:

Date:

Signature:

The information contained in this document is confidential and is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited without the prior written consent of Spain Internship. If you have received this communication in error, please, notify the sender by reply e-mail, and then delete it from your system.