



TERMS AND CONDITIONS

Thank you for enrolling in the World Travel, Inc. Travel Associate Academy (the “Academy”). By enrolling in the Academy and by signing below, you agree to the following terms and conditions:

GENERAL:

1. The Academy consists of a three-month course starting on March 25, 2024 (the “Course”). The Course will contain both synchronous and asynchronous learning and may contain weekend and evening hours.
2. You will have periodic assessments and content-specific finals that must be successfully completed to continue training and be eligible for an employment opportunity (collectively, the “Tests”). You must achieve passing grades on the Tests in order to progress through and graduate from the Course.
3. Upon successful completion of the Course, you may be offered a job with World Travel, Inc. to participate in a six-month on-the-job learning program. This is a paid opportunity as an employee of World Travel, Inc.
4. If you become an employee of World Travel, Inc., you acknowledge that employment with World Travel, Inc. will be at-will and therefore can be terminated at any time by either you or World Travel, Inc. This at-will employment relationship will remain throughout your employment. The at-will employment relationship may not be modified by any oral or implied agreement.
5. World Travel, Inc. reserves the right to cancel the Course if there are not enough students enrolled.
6. You acknowledge that the Course is focused solely on corporate travel management and does not provide training for you to open your own travel agency.

COSTS:

7. The cost of attending the Academy is \$1899 (the “Tuition”). A \$100.00 non-refundable application fee is due at time of application. If you attend the Academy, the application fee will be applied to your Tuition. Final payment is due **March 1, 2024**. Payments may be either check or credit card. If by credit card, a convenience fee may be added to the total amount. Tuition includes all course materials, access to an online learning platform, instruction, and the cost of the TAP® (Travel Agent Proficiency) exam.

Checks may be made payable to: World Travel Inc, Attention: Ashley Creta, 1724 W Schuylkill Road, Douglassville, PA 19518.

Credit cards may be called into our finance department at: 610-970-3743 – Ashley or 610-970-3705 – Kristen, Monday-Friday, 9A-5P EST.

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9. Tuition discounts may be available. Please inquire about tuition assistance available to vets, disabled adults, previously incarcerated persons, and other eligible groups.

10. Refund Policy:

When withdrawing	Refund Received
Prior to the first day of class	100% (Less cancellation fee of \$100.00)
First week of class and prior to the 2 nd week of class	75%
Second week of class and prior to the 3 rd week of class	50%
After the 3 rd week of class	-0-

11. Upon successful completion of your first full year of employment with World Travel Inc. you will receive 50% of the Tuition as a refund. Upon successful completion of your second full year of employment with World Travel Inc., you will receive the remaining 50% of the Tuition as a refund.

COMPUTER REQUIREMENTS:

12. You must own a computer with the following system requirements to attend the Academy:

- Online program can be taken on either a Mac or a PC
- Internet connection and email capability
- Internet minimum speed at 10 Mbps upload and 15 Mbps download
- Adobe Flash Player and Adobe Acrobat Reader

If you are hired upon graduation from the Course, World Travel, Inc. will provide all necessary computer equipment to you.

CONFIDENTIALITY:

13. You acknowledge that during the Course, you may be given access to “Confidential Information,” which shall be construed in its broadest sense and means all information disclosed by World Travel, Inc. to you, as well as any information you may have access to or that is learned, generated, or created by you during the Course.
12. You agree that you may only use Confidential Information for the purpose of performing your duties within the course and scope of the Course. You shall not make use of or disclose Confidential Information, in whole or in part, for any other purpose.

BACKGROUND CHECK:

13. You understand that it is a condition of acceptance into the Course to pass a background check. A consent form will be provided for this background check prior to hiring.

By my signature below, I accept these Terms and Conditions.

Signed: _____

Date: _____