

WORLD TRAVEL, INC. TRAVEL ASSOCIATE ACADEMY

Start on your journey of becoming a World Travel, Inc. Travel Associate by filling out the application. Please click the link to complete the application. For any questions, please contact Patty Kaupinis at pkaupinis@worldtravelinc.com or 484-348-6335.

Selected applicants will be interviewed and will take basic assessments such as business writing, business tool application and customer service as part of the application process.

Applicants chosen will participate in a three-month course starting on August 28, 2023. The course will contain both synchronous and asynchronous learning and may contain weekend and evening hours.

Following graduation from the course, you will have the opportunity to become an employee of World Travel, Inc. and participate in a three-month paid on-the-job training program.

Tuition is just \$1899. Tuition includes all online curriculum and materials, instructor-led sessions, and the cost of the TAP® (Travel Agent Proficiency) exam. You will receive 50% of the tuition back upon successful completion of your first full year of employment with World Travel, Inc. You are also eligible to receive the remaining 50% of the tuition back upon successful completion of your second full year of employment.

[Application Link](#)

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 August 28, 2023 (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 including the TAP® (Travel Agent Proficiency) exam 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 three-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. 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:

6. The cost of attending the Academy is \$1899 (the “Tuition”). Payment must be made two weeks prior to the beginning of the Course by check or credit card. Tuition includes the cost of the TAP® (Travel Agent Proficiency) exam.

Checks may be made payable to: World Travel Inc, Attention: Ashley Creta, 1724 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.

7. 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 third week of class	-0-

8. 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:

9. 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:

10. 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.
11. 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:

12. 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: _____