

19th February

This RECRUITMENT PARTNER AGREEMENT (hereinafter, the "Agreement") is entered this day of 2026 between ALLIANCE ABROAD GROUP, INC., a Texas corporation ("Parent"), [Alliance Strategies Ltd of Dublin, Ireland ("OpCo")] (together referred to in this Agreement as "AAG"), and CTI Group Worldwide Services Inc from United States, (Referred to in this Agreement as "Partner") individually "a Party" and together "the Parties."

WHEREAS OpCo is the international principal and operating company in relation to the AAG global group and business, and Parent and OpCo, along with other Alliance Abroad affiliates, work together to provide certain services and support to such global business, customers, and Alliance Abroad international affiliates and subsidiaries.

WHEREAS, the Partner acknowledges, understands, and agrees that OpCo shall perform certain services and operations in furtherance of this Agreement

WHEREAS, the Partner wishes to engage with AAG for cooperation in sourcing and recruiting non-United States citizens to participate in a non-immigrant visa program offered by AAG (as that term is defined by the United States Department of State ("USDOS")).

NOW, THEREFORE, in consideration of the mutual promises and representations set forth herein, the parties, intending to be legally bound, agree as follows:

ARTICLE 1: TERM AND TERMINATION

1.01. Term. The term of this Agreement shall begin on the date of execution and delivery of this contract by both Parties. It shall continue until the later of i) December 31, 2026 or ii) 30 days after the latest end date printed on any valid DS-2019 form for any participant recruited by Partner, as long as such DS-2019 form had a start date on or prior to December 31, 2026. Upon expiration of this Agreement, it shall not be automatically renewed; instead, it will be either renegotiated or terminated.

1.02. Termination. Should Partner default in the performance of this Agreement or materially breach any of its provisions, AAG may terminate this Agreement by giving 30 days' written notification to Partner, in addition to all other remedies available to AAG at law or equity. Termination of this Agreement per this section does not relieve Partner of the duties prescribed herein for participants already enrolled in an AAG program. For the purposes of this section, material breach of this Agreement shall include:

- a. Failure to follow the statutory regulations governing an exchange program.
- b. Failure to provide services outlined in the appendix and handbook in a manner acceptable to AAG.
- c. Failure to keep AAG informed of problem situations.
- d. Failure to provide required paperwork in a timely fashion.
- e. Misrepresentation, dishonesty, theft, or poor business practices.

ARTICLE 2: SERVICES OF AAG

2.01. Programs. AAG shall offer participants recruited by Partner the opportunity to participate in the programs outlined in the appendices attached hereto. All programs offered by AAG are subject to the laws and regulations of the United States and can be changed, revoked, or become unavailable at any time. In addition, all participants referred to AAG by Partner must meet the individual legal requirements of their program and could be denied access to particular programs for any reason. Finally, AAG's U.S. employers could be denied an opportunity to facilitate bringing AAG's foreign participants to the U.S. at any time.

2.02. Numbers of Participants. AAG and Partner shall mutually agree in writing on the number of participants that Partner shall refer to AAG for its programs. Failure of AAG to be able to utilize all participants referred by Partner shall not constitute a breach of this Agreement.

2.03. Sole Discretion of AAG. AAG, in its sole discretion, will make the final decision as to whether to accept or reject a participant referred by a Partner into a particular program. The decision not to accept a candidate into the program does not constitute a breach of any term of this contract.

2.04. Marketing Materials. AAG may provide marketing materials (PDFs sent electronically or other materials at the discretion of AAG) to Partner for distribution to its candidates that explain the programs of AAG covered in the appendices attached hereto. This material may also include logos and other material to be integrated into Partner's materials if written permission from AAG is received in advance of publication of such materials. AAG will at all times be the sole and absolute owner of all trademarks, logos, and insignia provided by AAG, and Partner will only use these materials in accordance with AAG's written guidelines and will cease usage of these materials immediately upon the earlier of i) the request of AAG or ii) the termination of this agreement. All advertising of AAG programs must be submitted to and approved by AAG prior to going to print or any other form of media (television, radio, websites, etc.).

2.05. Training. Training may take different forms according to Partner and AAG's needs. Training material will be provided to Partner upon receipt of signed contract. Partner is required to read this material and affirm that they have understood the content, including program rules and regulations and AAG's operational standards. Training may also take place through telephone conferences or through online

sessions. In some cases, AAG will request that Partner send a representative for a one or two-day training session at the main office of AAG in Austin, Texas, USA, at a time approved by AAG. Partner shall pay for and arrange all travel arrangements for this representative, including but not limited to airfare, local transportation, food, parking, border entry fees, and visa processing and fees. Notwithstanding the foregoing, AAG shall provide two nights of lodging in a hotel for this representative during the training session. Should Partner wish to send more than one representative requiring more than one hotel room or to stay for longer than two nights, the cost will be borne by Partner.

ARTICLE 3: SERVICES OF PARTNER

3.01. Recruit Candidates. Partner will recruit candidates to participate in AAG's programs that meet the requirements of each program, and the requirements are detailed in the appendices attached hereto.

3.02. Educate Candidates. Partner will openly and honestly educate candidates about all relevant topics concerning their program, including but not limited to the following: area(s) of US visiting, cost of living, housing costs, food costs, telephone call procedures, and costs, culture shock, required insurance, adaptation, amount of money needed, supplies and clothing needed, and visa requirements.

3.03. Speaking in Partner Country. Partner will provide training and speaking engagements as needed in Partner's country and/or other countries to promote the AAG's programs.

3.04 Disclosure of All Fees. Partner may only charge participants in AAG programs reasonable fees for Partner's services. Partner must disclose to AAG in writing the timing and amount of all fees that Partner (or Partner's agents) charge to AAG participants.

3.05 Timely Responses. Partner acknowledges the importance of timely reporting to AAG. Partner will regularly, promptly, and diligently report to AAG on the status of the activities contemplated by this Agreement. Partner will answer all inquiries from AAG in a timely manner.

3.06. Additional Information. Partner shall promptly provide AAG with all additional information necessary to carry out the activities contemplated by this Agreement.

ARTICLE 4: MISCELLANEOUS PROVISIONS

4.01. No Legal Partnership. The term "Partner" as used herein is a term of art of this particular industry and is used for convenience purposes only herein. Nothing herein shall be interpreted to imply that a legal partnership or agency relationship exists between AAG and Partner. Without the express written consent of AAG, Partner shall have no authority to bind AAG in any manner or fashion, whether contractually or otherwise.

4.02. AAG Former Employees. During the term of this agreement and for three (3) years after its termination, Partner agrees not to hire or contract with directly or indirectly (through one or more agents or business entities) hire or contract with any former employee of AAG.

4.03. Force Majeure. Each party will be excused from the performance required of it under this Agreement for any period and to the extent that such performance is prevented, hindered, or delayed, in whole or in part, by any circumstance beyond its reasonable control (each a "force majeure event"), including without limitation any act of God, war, civil disturbance, court order, acts or regulations of governmental bodies, labor disputes, failure, fluctuation or non-availability of electrical power, heat, light, air conditioning or telecommunications equipment, or another equipment failure, after reasonable efforts to restore service, and any such nonperformance will not be a default under this Agreement nor grounds for termination of this Agreement by either party.

4.04. Entire Agreement.

This Agreement and the attached Appendices (which are an integral part hereof) supersede any and all Agreements, either oral or written, between the Parties hereto with respect to the rendering of services by Partner for AAG and contains all the covenants and Agreements between the Parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

4.05. Partial Invalidity. If any provision in this Agreement is held to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

4.06. Assignment. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Partner without the prior written consent of AAG.

4.07. Employers. Partner acknowledges, without reservation, that the employers with whom AAG places participants that may be revealed by AAG during the fulfillment of this agreement are proprietary and have been obtained by AAG at a great cost. Partner agrees not to do business directly or indirectly (regardless of who initiates contact) with any AAG Employers with whom a Partner participant is placed for a period of three (3) years from date of this agreement. Partner acknowledges that AAG would suffer substantial harm if Partner were to breach this provision and that AAG would not enter into this agreement without these assurances from Partner. In the event of a breach of this provision, Partner agrees to reimburse AAG for all damages that occur as a result of the breach, including attorney's fees.

4.08. Confidentiality. "Proprietary Information" as used herein shall include, but not be limited to, customer lists and contact information, overseas recruiting partner lists and contact information, names and contact information of U.S. businesses with whom participants are

placed, performance, sales, financial, contractual and special marketing information, ideas, technical data and concepts originated by the disclosing Party, not previously published or otherwise disclosed to the general public, not previously available without restriction to the receiving Party or others, nor normally furnished to others without compensation, and which the disclosing Party desires to protect against unrestricted disclosure or competitive use. The parties hereto agree that: (i) they will only use the other party's Proprietary Information solely in connection with the purposes for which it was disclosed hereunder, and will not disclose, distribute, or disseminate the Proprietary Information of the other party in any way, to anyone except as provided in this Agreement; (ii) the other party's Proprietary Information shall not be disclosed to any third parties without the prior written approval of the party to whom the Proprietary Information belongs; (iii) upon discovery by a party of any unauthorized use or disclosure of the other party's Proprietary Information, said disclosing party shall notify the other and shall endeavor to prevent further unauthorized use or disclosure; (iv) no copies shall be made of the other party's Proprietary Information (whether oral, written, graphic, electronic, or electromagnetic) without prior written approval; (v) all approved copies shall bear appropriate legends indicating that such information is the other party's Proprietary Information; (vi) all Proprietary Information shall be returned to the other party upon request and (vii) neither party shall make use of any of Proprietary Information for any purpose except that which is expressly contemplated by this Agreement.

4.09. Arbitration. This Agreement is entered into at Austin, Texas, USA, and shall be governed by and construed in accordance with the laws of the State of Texas, USA, except that body of law of Texas law concerning conflicts of law. Any dispute, controversy, or claim arising out of or relating to this Agreement shall be finally and exclusively resolved by submission to a single arbitrator in Austin, Texas, in accordance with the commercial arbitration rules of the American Arbitration Association. The prevailing party shall be entitled to reasonable attorneys' fees and costs. The arbitrator shall set a limited time period and establish procedures designed to reduce the cost and time for discovery while allowing the Parties an opportunity, adequate in the sole judgment of the arbitrator, to discover relevant information from the opposing parties about the subject matter of the dispute. The arbitrator shall rule on motions to compel or limit discovery and shall have the authority to impose sanctions, including attorneys' fees and costs, to the same extent as a court of competent law or equity, should the arbitrator determine that the discovery was refused or objected to without substantial justification. The arbitrator shall have the authority to grant any equitable and legal remedies that would be available in any judicial proceeding instituted under Texas substantive law to resolve a dispute. Any award issued by the arbitrator shall be final and binding on the Parties and enforceable against them. Any award issued against the Partner shall be enforceable by any competent court having jurisdiction over the Partner in accordance with the terms of the NEW YORK (UN) CONVENTION FOR THE RECOGNITION AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS.

4.10. Tax Filing with the IRS. As a designated J1 Visa Sponsor, AAG has a responsibility to ensure that all program participants are filing an IRS-compliant tax return. Alliance Abroad recommends utilizing Sprintax, currently the only compliant self-preparation software for Non-Residents. If you have contracted another tax service provider, please indicate the name of the provider below and sign to opt-out of our tax communications.

To opt-out please sign here: _____ Name of provider: _____

4.11. Opportunity to Review. Both Parties hereto have had ample opportunity to review and negotiate this Agreement, as well as the opportunity to consult legal counsel before signing; therefore, no provision herein shall be strictly construed against the drafting party.

I understand that by providing my signature below, I give AAG the authority to reproduce my signature electronically on AAG training/job offer form(s). I understand that my signature will not be used for any other documentation.

CTI Group Worldwide Services Inc

Signature:	
Print Name	ROBERT UPCHURCH
Title:	CEO
Date:	

Alliance Abroad Group Inc.

Signature:	
By:	Adam Cooper
Title:	President
Date:	

ALLIANCE ABROAD GROUP, INC., - ALLIANCE STRATEGIES LIMITED - OVERSEAS RECRUITMENT PARTNER AGREEMENT APPENDIX FOR J-1 TRAINEE AND J-1 INTERN PROGRAMS YEAR 2026 **PARTICIPANTS' COUNTRY OF CITIZENSHIP: INDONESIA; PHILIPPINES**

I. PROGRAM PURPOSE.

The U.S Department of State's BridgeUSA Trainee and Intern Programs are designed to enhance international participants' skills and expertise in their occupational fields through participation in structured and guided work-based training and to expand their knowledge of American techniques, methodologies, or expertise. Such training and internship programs are also designed to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. Use of the BridgeUSA programs for ordinary employment or work purposes or to displace American workers is strictly prohibited.

Trainee Program: A specific objective of the Trainee Program is to provide foreign nationals who have either (1) a degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or (2) five years of work experience outside the United States in their occupational field a period of work-based training in his or her specific occupational field to allow them to expand skills that will enhance their careers in their home country.

Intern Program: A specific objective of the Intern Program is to provide foreign nationals who are currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date a period of work-based learning in his or her specific academic field to allow them to develop practical skills that will enhance their future careers.

Acceptance of Applications: AAG, in its sole discretion, will make the final decision as to whether to accept or reject a participant in the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.

II. OBLIGATIONS OF PARTNER

A. Partner General Obligations. The Partner shall serve as a Foreign Entity for Alliance Abroad and shall:

1. Act in full compliance with the applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs. For convenience, these materials may be found at the following URL, but Partner's inability to access this information does not in any way excuse its compliance requirements: <https://www.ecfr.gov/current/title-22/chapter-1/subchapter-G/part-62>.
2. Defer to and follow AAG's instructions and guidance in all matters that affect the health, safety, and welfare of participants, in the sole discretion of AAG.
3. Provide Alliance Abroad with the following information (annually unless otherwise noted), and notify Alliance Abroad in writing within 3 business days of any information changes:
 - a. Proof of business licensing and/or registration (including original and English translation) to enable it to conduct business in the venue(s) where it operates;
 - b. Disclosure of any previous bankruptcy and/or any pending legal actions or complaints against such an entity on file with local authorities;
 - c. Written references less than 2 years old from three current business associates and/or partner organizations including one J-1 visa sponsor;
 - d. Summary of previous experience conducting J-1 BridgeUSA Program and/or international exchange program activities;
 - e. Criminal background check reports conducted in the prior 12 months (including original and English translation) for all owners and officers of the company;
 - f. A copy of any and all advertising materials that Partner intends to use or actively uses to market Alliance Abroad's program (including original and English translation);
 - g. Copy of exchange visitor application contract with Partner including program fee/cancellation/refund policy (including original and English translation); and
 - h. Copy of the overseas agent or Partner's notarized financial statements upon request
4. Notify AAG promptly of any change in the following information: company legal name, address, contact information (including physical and mailing address, telephone number, e-mail address and website).
5. Participate in mandatory Alliance Abroad partner online training and complete acknowledgment forms indicating completion of such training upon request.
6. Complete and return to AAG the Partner Pricing Model (Attachment A), confirming Partner's actual retail price (including AAG's fees) to participants, all other fees required of participants, and detailing what each fee includes. Upon any change in the information provided, Partner shall provide AAG the updated information within 3 business days.

7. Ensure participants receive and sign a disclosure of fees, outlining all fees owed and what is included in the fees paid to Partner prior to the first program fee payment.
8. Provide support to AAG before, during and after program, including providing any requested documentation.
9. Ensure Exchange Visitors understand how to download their signed electronic DS-2019 from the Alliance Abroad system. Should DS-2019 be shipped to partner, safeguard and protect the document and distribute directly to the Exchange Visitor as soon as possible. Do not forward to any third party (via email or other electronic means) copies or Portable Document Formats (PDFs) of signed or unsigned Forms DS-2019, and immediately (within 24 hours) report to AAG in writing any compromise of DS-2019 forms.
10. Provide to AAG for approval any marketing materials and/or website designs with the logo of AAG prior to distribution.
11. If AAG provides the name(s) of the host employer(s) to Partner for the purposes of enrollments, Partner will not contact the host employer(s) to place candidates with that employer during the terms of this agreement and for 3 (three) continuing years following the end of the agreement. This clause applies for all related visa programs.

Participant Eligibility & Application

12. Recruit eligible participants who demonstrate an intention to participate in the cultural aspects of the Intern & Trainee Programs and who meet all U.S. Department of State eligibility requirements. Ensure that participants fully understand the purpose and mission of the program, including a commitment to their training plan.
13. Set up in-person interviews for potential participants to screen and interview according to established procedures of AAG. Assist with scheduling host company interviews if participant is selected to interview.
14. Set up phone/virtual interviews with AAG and/or initiate video recorded interviews through AAG interview technology as requested for verification of English level, program motivation, etc.
15. Dutifully, honestly, and correctly complete all aspects of AAG application for each participant and notify AAG within 3 business days if any information contained in the application of an active participant changes prior to the participant completing the Program. Partner shall follow all rules and guidelines issued by AAG in completing each participant application.
16. Provide AAG with a valid e-mail address for each participant in their online application that will be available to them during the application process and the entire time they are in the U.S. Should e-mails not be valid, partner will promptly confirm new e-mail contact information.
17. Collect all monies from participants for program enrollment, including but not limited to program fees and any required housing deposit or related fees, and timely remit all necessary fees to AAG.
18. Communicate to AAG any potential housing issues or challenges with the leads provided as soon as possible to ensure that each participant has safe, affordable housing upon arrival.
19. Verify that applicants meet the following Department of State eligibility requirements:

Program Requirements for Both Programs:

- Possess sufficient English language proficiency - at least an intermediate level of English (as measured by AAG rating standards) - to successfully participate in his/her program and function on a day-to-day basis. English language proficiency must be documented either through a recognized language test administered by an academic institution or English language school, or through a documented interview conducted in person or by video conference. If applicants are rated incorrectly by Partner and placed in positions for which they do not have adequate English ability, AAG may cancel their application for the program. A cancellation fee will apply.
- Have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. They may anticipate applying their stipend to those costs, but they should plan on bringing at least \$1,500* USD to the U.S. at the start of their program.
- Demonstrate sufficient maturity and motivation to succeed in the training/internship position.

Trainee Program Requirements

- Partner must verify that participants have either (1) a degree or professional certificate from a foreign ministerially recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or five years of work experience outside the United States in their occupational field, or five years of work-based training in his or her specific occupational field.

Intern Program Requirements:

- Partner must verify that participants are currently enrolled full-time in and actively pursuing studies at a foreign ministerially recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date. Note: If there is a significant gap in time (six months or more) between the end of a participant's coursework and graduation date, please notify your account manager.

During & After Program

20. Provide AAG with participant cell phone numbers as soon as they become available.
21. Inform AAG immediately (within 8 hours of receiving the information) of any serious problem or controversy regarding a participant that partner is notified of during the program.
22. Ensure at least one Partner representative is available during the program to help communicate with participants.
23. Track return to home country rates for all participants and provide report to AAG upon request.

B. Pre-Departure Orientation: Pre-Arrival information and orientation. Partner is required to conduct a Pre-Departure Orientation (using Alliance Abroad-provided materials) with each exchange visitor. This orientation is in addition to the Alliance Abroad online orientation. Prior to exchange visitor departure, Partner will confirm that each exchange visitor has attended the Pre-departure Orientation in their home country, as well as ensure that all exchange visitors have completed the Alliance Abroad orientation and have signed the online acknowledgment form confirming its completion. Pre-departure orientation shall include at a minimum the following information that is outlined in the federal regulations in sections 62.10 (c) and 62.10 (d):

62.10 (c): Required Pre-arrival Information:

- (1) The purpose of the Exchange Visitor Program;
- (2) The home-country physical presence requirement;
- (3) Travel to and entry into the United States (e.g., procedures to be followed by exchange visitors for obtaining visas for entry to the United States, including the information and documentation needed for the interview; travel arrangements to the United States, and what to expect at the port of entry, including the necessity of having and presenting travel documents at the port of entry);
- (4) Housing, including specific information on what housing is provided by the program or otherwise available and the expected cost to the exchange visitor;
- (5) An itemized list of all fees to be paid by a potential exchange visitor (i.e., fees paid to the sponsor or a third party);
- (6) Description and amount of other costs that the exchange visitor will likely incur (e.g., insurance, living expenses, transportation expenses) while in the United States;
- (7) Health care and insurance description, costs, and requirements for exchange visitors. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://participants.allianceabroad.com/during-your-program/start-your-program-right/#insurance>.
- (8) Arrival notification requirements (e.g., procedures that exchange visitors are to follow upon entry into the United States in reporting their arrival to the sponsor and reporting to the location of their program); and
- (9) Other information that will assist exchange visitors to prepare for their stay in the United States (e.g., how and when to apply for a social security number, if applicable; how to apply for a driver's license; how to open a bank account; employee rights and laws, including workman's compensation; and how to remain in lawful non-immigrant status).

62.10 (d): Required Orientation Information (Provided online by Alliance Abroad)

- 1) Life and customs in the United States;
- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the fullest extent possible;
- (3) Available healthcare, emergency assistance, and health insurance coverage;
- (4) A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- (5) Sponsor rules that exchange visitors are required to follow while participating in their exchange visitor program; (See below)
- (6) Name and address of the sponsor and the name, email address, and telephone number of the Responsible Officer and Alternate Responsible Officer(s);
- (7) The Office of Designation's address, telephone number, facsimile number, Web site and email address, and a copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- (8) Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- (9) The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

Alliance Abroad Specific Requirements:

- Alliance Abroad's contact information, including the importance of utilizing the exchange visitor's designated Alliance Abroad Outreach Coordinator, support email and phone number: support@allianceabroad.com, 24/7 Support Line 866-6ABROAD (866-622-7623), and Alliance Abroad Exchange visitor website.
- Requirement of completing Monthly check-in on AAG's website prior to the 20th of each month. Explanation of the monthly check-in

process and what questions are asked.

- Requirement of completing mid-term (for programs greater than six months) and final evaluations.
- Terms and Conditions of training including all details of specific opportunity (including host company name and address; position duration, training duties, number of training hours, wages, other compensation and benefits, deductions from wages, including those taken for housing and transportation), and information about available housing and transportation to and from training site.
- The possibility of unforeseen circumstances and what action is taken in these cases.
- Introduction to Exchange Visitor Portal on Alliance Abroad's website to ensure exchange visitors have clear program expectations, rules and requirements, including the cultural component of the program and guidance on how to find more information about the community in which exchange visitors will be living and/or descriptions of cultural opportunities available in the area. This information can be found here: https://participants.allianceabroad.com/during-your-program/start-your-program-right/#_cultural-exchange.
- Information on available housing (costs associated, rent, deposits, utilities, responsibilities, telephone calls, etc.) and ensure all exchange visitors understand how to proceed to housing upon arrival.
- Information on U.S. laws and customs, and consequences if laws are broken in the U.S.
- Information on advanced safety measures and precautions that may be implemented in the case of any emergency, such as a pandemic or natural disaster, including following local and state level advisories and requirements
- Information on bike safety standards/common road rules.
- Itemized list of what program fees include, and other costs that the exchange visitor will likely incur (e.g., living expenses, transportation, medical expenses) while in the U.S.
- Requirement of having sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. Participants should bring at least \$1500 USD to the U.S. at the start of their program and have round trip tickets purchased if available or the funds for the return ticket readily available.
- Importance of checking emails at least once a week for updates and other important messages from Alliance Abroad through the email address provided on exchange visitor application and providing U.S. cell phone number to Alliance Abroad when confirmed
- Change of visa status is prohibited.
- Information on health and accident insurance and coverage period for exchange visitors and dependents, as well as process for contacting insurance while on program. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://allianceabroad.com/resources/medical-insurance/>. If exchange visitors would like to extend their insurance for travel period, they must notify Alliance Abroad at least 2 weeks prior to their DS-2019 end date.
- Unauthorized training activities including "unskilled occupations" for Interns and Trainees.
- Reasons for and consequences of termination of program in SEVIS, including reporting to USCIS and/or U.S Department of State. Possible reasons for termination include but are not limited to failure to report to AAG arrivals/changes of residence/changes of site of activity, starting training at unverified placements, etc.
- Information advising participants that they MAY NOT begin training at any other site of activity except that which is listed on their DS-2019 form until AAG has provided written notice to them that AAG has verified the terms and conditions of such employment and fully vetted their host company and new position;
- Information about J-2 visas for immediate family, and the requirements and restrictions related thereto.

C. Prompt notice of visa approvals and denials. Partner is responsible for providing AAG with timely and accurate notification regarding scheduled Embassy appointments and participants' visa denials through email to Partner Account Manager within 48 hours of denial or cancellation. Participant files will be updated with visa denial information following confirmation of denied status unless the participant has a second interview.

D. Advance notice of participants' arrival information. Partner is responsible for providing AAG notice of all participants' confirmed arrival information (including date, time, destination airport and flight number) at least TWO WEEKS in advance of the participants' planned arrival. Host companies have the authority to cancel participants' placements if arrival information is not provided at least two weeks before arrival OR if participants cannot arrive during the requested arrival period listed on the training offer. In addition, partners should NOT book flights for participants prior to the agreed end date on the training offer unless AAG has approved with Host Company. Doing so may result in termination of partnership and/or AAG will take steps to recover funds lost due to the early departures that partner sanctioned without AAG approval. PLEASE NOTE: If participant will be arriving to the U.S. AFTER his/her DS-2019 Start Date, partner must alert AAG with at least two weeks' notice. Housing availability and host company placements may be adversely affected by late arrivals. Participants who do not alert AAG of a delayed arrival within 30 days of their program start date will have an INVALID status in SEVIS.

E. Housing Obligations: Partner shall communicate the applicable housing arrangements to participants, ensure they understand the housing arrangements and will provide assistance to AAG with participant housing in the U.S. as directed by AAG. Partner is responsible for ensuring that all participants secure at least temporary housing prior to departing for the United States, whether participant makes housing arrangements or partner helps make the arrangements on the participants' behalf. Airline tickets should not be booked until the visa is approved AND that the housing (temporary or permanent) is identified, approved and secured (either through the self-arranged or AAG Assisted option). If participants arrive without having made proper housing arrangements, Partner will be financially responsible for providing temporary housing while participants secure a permanent housing option. Participant-arranged housing needs to be vetted by

AAG prior to arrival. The AAG Housing Vetting questionnaire should be submitted at least a month prior to arrival.

Participant-arranged Housing: Many AAG Intern and Trainee placements require that participants arrange their own housing. In the cases where participants sign job offers that include participant-arranged housing, Partner is responsible for ensuring that all participants secure housing prior to departing for the United States. Partner is required to send proof (reservation confirmation) that housing is secured to Partner Account Manager when providing arrival information. Alliance Abroad will provide approved housing leads in the job offer to facilitate this process; however, Partner is responsible for ensuring that participant makes housing arrangements or helps make the arrangements on their behalf.

Company Provided Housing: In cases where the housing is provided by the host company, full details will be available in the training offer provided by AAG, including location, type of housing, contact name and phone number, address (if available), cost per week, what is included in the housing vs. what the participant will need to provide and associated transportation options to and from training (and applicable costs.)

F. Return Flights: Partner is responsible to ensure all participants have booked and confirmed a return flight and provide such confirmation upon request. If return flights cannot be purchased due to length of program, participant should have sufficient funds to purchase a one-way return flight if required to leave the program early for any reason.

G. Taxes: The partner will inform all participants of the requirement to file a Non-Resident compliant US tax return in accordance with IRS regulations (IRS publication 519). If participant is filing taxes via self-preparation tax return services, Alliance Abroad recommends utilizing Sprintax, currently the only compliant self-preparation software for Non-Residents.

III. OBLIGATIONS OF AAG. The following is a list of obligations of AAG:

1. Provide and enforce proper guidelines, policies and procedures for participants, employers and partners to ensure that the Visitor Exchange Program in operated accordance with all applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs.
2. Promptly and appropriately address issues affecting participants' health, safety, and welfare.
3. Provide marketing materials (explaining orientation and support services of AAG) for distribution to prospective participants. These may be PDF files sent electronically.
4. Provide placement and matching service for full placement participants.
5. Verify placement details and screen host company to ensure placement is in compliance with all U.S. Department of State regulations and appropriate for a cultural exchange program.
6. Provide training to partner and host company on the rules and regulations of the program.
7. Provide training to partner on technology and video recording systems used during the application process.
8. Verify participant eligibility and make the final decision as to whether to accept or reject a participant into the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.
9. Assist in visa process, providing administrative support and documentation to expedite processing. Upon request, a letter of introduction will be sent to the local U.S. Embassy/consulates introducing AAG and Partner.
10. Provide appropriate assistance and support from an AAG Representative and additional services on an as needed basis.
11. Provide each participant with a toll-free telephone number for 24-hour emergency assistance.
12. Provide monthly monitoring and evaluation services throughout the program to ensure the safety and well-being of the participant, and that the goals of the program are being fulfilled appropriately. Such contact may be in-person, by telephone, or via electronic mail and must be properly documented.
13. Be available to participants, partners and host companies to assist as facilitators, counselors, and information resources.
14. Provide participants with emergency travel health and accident insurance for the program duration from five days before DS-2019 form's start date to five days after DS-2019 form's end date.
15. Assist in obtaining permanent or temporary housing options for full placement participants in cases where housing is not provided by AAG or the host company. The monthly housing cost will vary according to the type of accommodation and location. The participant will be solely responsible for rent payment, security deposits and other associated costs. It is the responsibility of the Partner or Participant to secure housing.
16. Provide participant's contact information to vetted third parties for optional services such as tax refund assistance (unless partner has declined this in contract).
17. Provide a customized DS-7002 training/internship placement plan.
18. Ensure documented host company site visit is on file when required by regulatory guidelines prior to approving the placement.
19. Provide each participant with AAG's online orientation and ensure participants complete orientation and sign online acknowledgement form prior to going to the embassy. AAG's pre-departure orientation topics include those listed above in section II.B as well as:
 - Life and customs in the United States.
 - Local community resources (public transportation, medical centers, schools, libraries, recreation centers, banks, etc.)

- Available healthcare, emergency assistance, and health insurance coverage;
- A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- Sponsor rules that exchange visitors are required to follow while participating in their program
- Name and address of the sponsor
- Name, email address and telephone number of the Responsible Officer and Alternate Responsible Officer(s)
- The Office of Designation's address, telephone number, fax number, website and e-mail address
- A copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

IV. UNFORESEEN CIRCUMSTANCES

A. Loss of Position: AAG is not responsible if, due to unforeseen circumstances, participants are not able to continue training at a host company. If a position is terminated for any reason other than justifiable cause, AAG will endeavor to mediate on behalf of participants. However, economic challenges, pandemics, natural disasters, etc. are uncontrollable, and AAG will not be held responsible in any manner for these situations. If a placement is lost for host company's economic reasons, AAG will try to find the participant a comparable position provided the participant contacts AAG within three days of placement ending, without any guarantee. The Participant will be invited to search for his/her new placement as well to support AAG's initiatives. AAG is not responsible for lost stipend/wages during the time of transition, housing costs or transportation for relocating. If a new placement is not identified and approved within a specified timeline, the participant will need to return home and his/her program will be ended in SEVIS.

B. Re-Routes and Cancellation of Positions: From time to time, placements to which participants have been assigned may be eliminated due to lower demand, late arrival of participants or other reasons. This may happen before a participant leaves his or her home country or after/upon arrival in the U.S. AAG is not responsible for loss of wages, transfer costs to the new location or any loss from flights or other transportation costs incurred for the lost placement.

AAG Placement: In full placement cases, as soon as AAG is made aware of the situation, AAG will attempt to find another placement for the participant(s) as close to the lost placement as possible in content, stipend, location and conditions, but no guarantee can be made of an equivalent placement, or even a similar placement in the same region. In those cases, participants will be offered the option of finding their own placement (through signing a form releasing AAG of responsibility for finding the placement) or accepting the position offered by AAG. AAG may also provide resources to assist participants with finding their own placements, if they so choose.

V. FEES, DEPOSITS, ALLOCATIONS AND DEADLINES

Fees listed below include application deposit, placement fees or placement verification, insurance, orientation services, program monitoring and 24/7 emergency support throughout the participant's stay. These fees do not include any fees charged by the U.S. Embassy/Consulate in participant's home country or SEVIS I-901 Fee. Invoices for full balance of program fees will be sent upon completion and approval of participant placement interview and are due to AAG within one week.

Alliance Abroad Full Placement Program and Pricing: An allocation of _____ full placement positions for Intern or Trainees is allocated for DS issuance in 2026. This number is based on 2025 program deferrals and allocation and anticipated growth. Alliance Abroad works with partners on a weekly basis to identify positions that might work for the partner and to help ensure annual growth in recruitment for our full placements. Allocation is a goal, not a guarantee of forms.

PARTICIPANTS' COUNTRY OF CITIZENSHIP: INDONESIA; PHILIPPINES

2025 PRICING	AAG Full Placements
Placements- 7-12 months	\$3,250
Placements- 6 months or less	less \$400
Placements- 13-18 months	add \$400

*Note: Hospitality and agriculture placements can only be a maximum of 12 months for Intern or Trainee.

Program Placement Definitions

“FLIP”- A program that requires two sites of activity that change at a pre-determined time during the program, regardless of whether or not one or both companies are new or existing.

Non-refundable Deposit: A non-refundable fee of \$250.00 USD per exchange visitor is included in the total program fee invoice. Should an exchange visitor cancel the program before payment is made, partner will be responsible for the \$250 non-refundable deposit. See Cancellation Fee Policy outlined in Section VI.

I-901 SEVIS Fee: Partner will be responsible for Intern/Trainee to pay the I-901 SEVIS fee (payable to the Department of Homeland Security directly through <https://www.fmjfee.com>). DHS is no longer issuing paper receipts. The payment confirmation that can be printed from the FMJFEE website (<https://www.fmjfee.com/i901fee/index.jsp>) will replace the I-797C mailed receipt. Payment confirmation can be printed anytime by clicking on the "Check I-901 Status / Print Payment Confirmation" button and entering the participant's SEVIS ID, Last Name, and Date of Birth. The I-901 SEVIS fee is non-refundable.

Housing Deposits: If AAG is assisting with housing for an AAG full placement, partners may be responsible for collecting any required housing security deposits or related fees. These monies will be invoiced and due upon completion and approval of participant placement interview. AAG will not process DS-2019 forms until these deposits are received. Failure to pay housing deposits in a timely manner may result in housing no longer being available to participants upon arrival. In this case, any deposits or other costs that AAG has already incurred will be the responsibility of the partner, payable to AAG within one week of receiving an invoice for the amount.

DS-2019 Form Re-issuance Fee: If AAG is asked to reissue a DS-2019 and/or Training/Internship Placement Plan for any reason other than a mistake or request by AAG, a fee of \$100 USD will be charged to cover administrative fees. All program dates should be agreed upon at the time the application is submitted in our system for review.

Additional Fees: These fees will be charged on an as-needed, as requested basis:

Transfer Site of Activity Fee (pending eligibility): **\$600 USD**
Transfer request must first be reviewed and authorized by AAG. Transfer fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement transfers.

Extension Administration Fee (does not include required insurance): **\$500 USD**
Extension request must first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement extensions.

Extension Administration fee with transfer (does not include required insurance): **\$700 USD**
Extension request first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee.

Additional Insurance for Extensions (per month): **\$60 USD**

Delayed Payment Leading to Re-issuance of DS-2019 **\$50 USD**
If delay of payment of invoices leads to delayed start dates that require date changes to Training/Internship Placement Plan partner will be charged an additional administrative fee of \$50.

Site Visit Fee (when required): **\$400 USD**

Site visits are required in the J-1 regulations for the Intern and Trainee program for companies we have not sponsored exchange visitors at before (thus no evaluation or feedback from past participants). We will request a site visit if the company:

- Has less than 3 million in annual revenue and less than 25 full-time employees.
- Has more than 3 million in annual revenue and less than 25 full-time employees
- Has less than 3 million in annual revenue and more than 25 full-time employees

*New host companies that have more than 3 million in annual revenue and more than 25 full-time employees do not require a site visit.

J-2 Visa Administration Fee: **\$550 USD**

Price is per J-2 applicant. Does not include insurance required for duration of program. J-2 visa administration fees are non-refundable

J-2 Dependent Insurance Costs:

Age Range	Total Cost
Newborn-55 years of age	\$90/month
55+ years of age	NOT COVERED BY AAG POLICY

B. Timing of Payment: Payment of program fees and I-901 SEVIS fee are due to AAG within one week upon receipt of invoice. No DS-2019 forms will be issued until invoices have been paid in full.

VI. CANCELLATION AND RECONCILIATION POLICY

A. Cancellation Policy:

After Arrival in the United States: There are generally no refunds or credits of any fees made by partner or participant once the participant has arrived in the United States. Any exceptions will be reviewed on a case-by-case basis.

Prior to Arrival in the United States: If you notify AAG of the cancellation or visa denial prior to the program start date listed on the DS-2019 form (if issued), the AAG cancellation policy will be applied according to the chart below, which includes a charge to cover insurance and other costs incurred. All credits for program fees and housing deposits (if applicable) will be issued to the Partner with the Partner as Payee. Please be advised that AAG does not provide cash refunds for program cancellations. Partners may apply credits from cancellations toward future programs.

TIMING OF CANCELLATION/REASON	POLICY
Prior to the receipt of the names of the participants.	All fees paid to AAG will be credited to Partner.
Participant has been offered a training opportunity with an AAG host company but application has not been submitted. (AAG full placement.)	All fees less non-refundable \$250 USD program deposit will be credited to partner.
Participant application has been submitted and participant has been matched to a placement but the DS-2019 form has not been requested.	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less the non-refundable \$250 USD program deposit and \$100 USD administration fee will be credited to partner. Total \$350.
Cancellation for any reason after the DS-2019 has been requested	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less non-refundable \$250 USD deposit and \$150 USD administration fee. Total \$400 AAG orientation and housing payments (deposit and/or advanced rent) will be fully refunded as long as notification of cancellation is received at least 14 days prior to the participant's start date on the DS-2019. Participants who cancel their program less than 14 days before the latest program start date will be issued no refund of orientation or housing payments unless AAG is able to find a replacement for the participant, in which case a full orientation and housing refund will be issued. Cancellations include participants who are not able to participate due to the delay in successfully securing a visa appointment and/or whose placements cancel due to their inability to arrive by the requested latest start date. Cancellations also include participants who choose to defer program to a later date after application is submitted.

In the case of a visa denial, Partner must notify AAG of visa denial as soon as possible, no later than 14 days prior to the participant's start date on the DS-2019, for a refund to be considered. Original visa denial letter (provided by Embassy or Consulate) must be provided to AAG.

B. Reconciliation Policy:

1. Ensure DS-2019 that will not be used due to cancellation or visa denial are reported to Alliance Abroad promptly.
2. A Partner must pay balance of invoice received from AAG in full regardless of pending cancellations. Credit for cancellations must be approved and recorded by AAG prior to the generation of a reconciliation invoice. Cancellations are processed on a billing cycle, which at times results in a delay to the partner's account.
3. Credits can be used for future seasons and/or other AAG programs. (Unless Partner has outstanding unpaid housing invoices, in which case the credit will be applied to those outstanding invoices.)
4. When AAG issues a credit to partner on behalf of a participant, within 60 days of such credit being issued, partner shall issue a refund to the corresponding participant in an amount equal to or greater than such credit. Partner shall issue such refund in the form of payment originally paid by participant.

VII. REPRESENTATION AND WARRANTY.

By signing below, Partner:

- a. Agrees to all of the terms and conditions contained herein and the International Partner Agreement;
- b. Represents and warrants Partner will not engage in, permit the use of, or otherwise cooperate or contract with other third parties (including staffing or employment agencies or subcontractors) for the purpose of recruiting or outsourcing any core programmatic functions covered by the agreement (i.e., placement, screening, selection, and orientation).
- c. Third parties used during the program (i.e.: housing provider, transportation etc.) must be disclosed here:

- d. Represents and warrants that it shall not pay or provide incentives to host employers in the United States to accept program participants for training placements, except and unless the incentives are provided as part of hosting an AAG recruitment fair, and more fully outlined in a Recruitment Fair Contract between AAG and Partner.

Partner: CTI Group Worldwide Services Inc

Signature:	
Print Name	ROBERT UPCHURCH
Title:	CEO
Date:	

Alliance Abroad Group Inc.

Signature:	
By:	Adam Cooper
Title:	President
Date:	

Attachment A

Full Disclosure of Partner Pricing Model

Note: Every fee/cost paid by Program Participants must be disclosed on this form and returned to AAG. Failure to completely and accurately complete and update this form will result in AAG immediately terminating its contract with Partner.

Name of Agency: CTI Group Worldwide Services Inc Date Completed: _____

PARTICIPANTS' COUNTRY OF CITIZENSHIP: INDONESIA; PHILIPPINES

Program Fees	\$ USD Currency (RETAIL PRICE IN MARKET)
Pre-Placement Option (by Sponsor)	

*Program fee should include full amount participant will pay to partner, which includes all partner fees plus the fees the partner will pay to AAG for the participant's program. (Partner's contracted fee with AAG + Partner mark-up)

Instructions: For each item below, please note what is included in the retail price for your program fees that you have listed above. If the item is included, select "YES," and do not complete anything in the far-right column. If the item is not included but there is a charge for it, select "NO," and list the amount charged in the far-right column. If the item is not required or an option for the participant, choose "N/A," and do not enter anything into the far-right column. If you have additional fees that are not in the item list below, fill them in on the blank lines.

What is included in your Program Fee?	YES	NO	N/A	If "NO", list the fee that you charge, if applicable (USD currency)
Administrative Costs	YES	NO	N/A	
Interview/Screening Fee	YES	NO	N/A	
English Eligibility Test	YES	NO	N/A	
Translation of School Documents	YES	NO	N/A	
Health Insurance	YES	NO	N/A	
Flight Costs	YES	NO	N/A	
Expedited Forms/Documentation	YES	NO	N/A	
Expedited Application Review	YES	NO	N/A	
SEVIS Fee	YES	NO	N/A	
Visa Application Fee	YES	NO	N/A	
Non-Refundable Fees	YES	NO	N/A	
Additional Fees (please list)				

ALLIANCEABROAD GROUP, INC., - ALLIANCE STRATEGIES LIMITED - OVERSEAS RECRUITMENT PARTNER AGREEMENT APPENDIX FOR J-1 TRAINEE AND J-1 INTERN PROGRAMS YEAR 2026

PARTICIPANTS' COUNTRY OF CITIZENSHIP: THAILAND; MALAYSIA; VIETNAM; MYANMAR; BRAZIL

I. PROGRAM PURPOSE.

The U.S Department of State's BridgeUSA Trainee and Intern Programs are designed to enhance international participants' skills and expertise in their occupational fields through participation in structured and guided work-based training and to expand their knowledge of American techniques, methodologies, or expertise. Such training and internship programs are also designed to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. Use of the BridgeUSA programs for ordinary employment or work purposes or to displace American workers is strictly prohibited.

Trainee Program: A specific objective of the Trainee Program is to provide foreign nationals who have either (1) a degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or (2) five years of work experience outside the United States in their occupational field a period of work-based training in his or her specific occupational field to allow them to expand skills that will enhance their careers in their home country.

Intern Program: A specific objective of the Intern Program is to provide foreign nationals who are currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date a period of work-based learning in his or her specific academic field to allow them to develop practical skills that will enhance their future careers.

Acceptance of Applications: AAG, in its sole discretion, will make the final decision as to whether to accept or reject a participant in the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.

II. OBLIGATIONS OF PARTNER

A. Partner General Obligations. The Partner shall serve as a Foreign Entity for Alliance Abroad and shall:

1. Act in full compliance with the applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs. For convenience, these materials may be found at the following URL, but Partner's inability to access this information does not in any way excuse its compliance requirements: <https://www.ecfr.gov/current/title-22/chapter-1/subchapter-G/part-62>.
2. Defer to and follow AAG's instructions and guidance in all matters that affect the health, safety, and welfare of participants, in the sole discretion of AAG.
3. Provide Alliance Abroad with the following information (annually unless otherwise noted), and notify Alliance Abroad in writing within 3 business days of any information changes:
 - a. Proof of business licensing and/or registration (including original and English translation) to enable it to conduct business in the venue(s) where it operates;
 - b. Disclosure of any previous bankruptcy and/or any pending legal actions or complaints against such an entity on file with local authorities;
 - c. Written references less than 2 years old from three current business associates and/or partner organizations including one J-1 visa sponsor;
 - d. Summary of previous experience conducting J-1 BridgeUSA Program and/or international exchange program activities;
 - e. Criminal background check reports conducted in the prior 12 months (including original and English translation) for all owners and officers of the company;
 - f. A copy of any and all advertising materials that Partner intends to use or actively uses to market Alliance Abroad's program (including original and English translation);
 - g. Copy of exchange visitor application contract with Partner including program fee/cancellation/refund policy (including original and English translation); and
 - h. Copy of the overseas agent or Partner's notarized financial statements upon request
4. Notify AAG promptly of any change in the following information: company legal name, address, contact information (including physical and mailing address, telephone number, e-mail address and website).
5. Participate in mandatory Alliance Abroad partner online training and complete acknowledgment forms indicating completion of such training upon request.
6. Complete and return to AAG the Partner Pricing Model (Attachment A), confirming Partner's actual retail price (including AAG's fees) to participants, all other fees required of participants, and detailing what each fee includes. Upon any change in the information provided, Partner shall provide AAG the updated information within 3 business days.

7. Ensure participants receive and sign a disclosure of fees, outlining all fees owed and what is included in the fees paid to Partner prior to the first program fee payment.
8. Provide support to AAG before, during and after program, including providing any requested documentation.
9. Ensure Exchange Visitors understand how to download their signed electronic DS-2019 from the Alliance Abroad system. Should DS-2019 be shipped to partner, safeguard and protect the document and distribute directly to the Exchange Visitor as soon as possible. Do not forward to any third party (via email or other electronic means) copies or Portable Document Formats (PDFs) of signed or unsigned Forms DS-2019, and immediately (within 24 hours) report to AAG in writing any compromise of DS-2019 forms.
10. Provide to AAG for approval any marketing materials and/or website designs with the logo of AAG prior to distribution.
11. If AAG provides the name(s) of the host employer(s) to Partner for the purposes of enrollments, Partner will not contact the host employer(s) to place candidates with that employer during the terms of this agreement and for 3 (three) continuing years following the end of the agreement. This clause applies for all related visa programs.

Participant Eligibility & Application

12. Recruit eligible participants who demonstrate an intention to participate in the cultural aspects of the Intern & Trainee Programs and who meet all U.S. Department of State eligibility requirements. Ensure that participants fully understand the purpose and mission of the program, including a commitment to their training plan.
13. Set up in-person interviews for potential participants to screen and interview according to established procedures of AAG. Assist with scheduling host company interviews if participant is selected to interview.
14. Set up phone/virtual interviews with AAG and/or initiate video recorded interviews through AAG interview technology as requested for verification of English level, program motivation, etc.
15. Dutifully, honestly, and correctly complete all aspects of AAG application for each participant and notify AAG within 3 business days if any information contained in the application of an active participant changes prior to the participant completing the Program. Partner shall follow all rules and guidelines issued by AAG in completing each participant application.
16. Provide AAG with a valid e-mail address for each participant in their online application that will be available to them during the application process and the entire time they are in the U.S. Should e-mails not be valid, partner will promptly confirm new e-mail contact information.
17. Collect all monies from participants for program enrollment, including but not limited to program fees and any required housing deposit or related fees, and timely remit all necessary fees to AAG.
18. Communicate to AAG any potential housing issues or challenges with the leads provided as soon as possible to ensure that each participant has safe, affordable housing upon arrival.
19. Verify that applicants meet the following Department of State eligibility requirements:

Program Requirements for Both Programs:

- Possess sufficient English language proficiency - at least an intermediate level of English (as measured by AAG rating standards) - to successfully participate in his/her program and function on a day-to-day basis. English language proficiency must be documented either through a recognized language test administered by an academic institution or English language school, or through a documented interview conducted in person or by video conference. If applicants are rated incorrectly by Partner and placed in positions for which they do not have adequate English ability, AAG may cancel their application for the program. A cancellation fee will apply.
- Have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. They may anticipate applying their stipend to those costs, but they should plan on bringing at least \$1,500* USD to the U.S. at the start of their program.
- Demonstrate sufficient maturity and motivation to succeed in the training/internship position.

Trainee Program Requirements

- Partner must verify that participants have either (1) a degree or professional certificate from a foreign ministerially recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or five years of work experience outside the United States in their occupational field, or five years of work-based training in his or her specific occupational field.

Intern Program Requirements:

- Partner must verify that participants are currently enrolled full-time in and actively pursuing studies at a foreign ministerially recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date. Note: If there is a significant gap in time (six months or more) between the end of a participant's coursework and graduation date, please notify your account manager.

During & After Program

20. Provide AAG with participant cell phone numbers as soon as they become available.
21. Inform AAG immediately (within 8 hours of receiving the information) of any serious problem or controversy regarding a participant that partner is notified of during the program.
22. Ensure at least one Partner representative is available during the program to help communicate with participants.
23. Track return to home country rates for all participants and provide report to AAG upon request.

B. Pre-Departure Orientation: Pre-Arrival information and orientation. Partner is required to conduct a Pre-Departure Orientation (using Alliance Abroad-provided materials) with each exchange visitor. This orientation is in addition to the Alliance Abroad online orientation. Prior to exchange visitor departure, Partner will confirm that each exchange visitor has attended the Pre-departure Orientation in their home country, as well as ensure that all exchange visitors have completed the Alliance Abroad orientation and have signed the online acknowledgment form confirming its completion. Pre-departure orientation shall include at a minimum the following information that is outlined in the federal regulations in sections 62.10 (c) and 62.10 (d):

62.10 (c): Required Pre-arrival Information:

- (1) The purpose of the Exchange Visitor Program;
- (2) The home-country physical presence requirement;
- (3) Travel to and entry into the United States (e.g., procedures to be followed by exchange visitors for obtaining visas for entry to the United States, including the information and documentation needed for the interview; travel arrangements to the United States, and what to expect at the port of entry, including the necessity of having and presenting travel documents at the port of entry);
- (4) Housing, including specific information on what housing is provided by the program or otherwise available and the expected cost to the exchange visitor;
- (5) An itemized list of all fees to be paid by a potential exchange visitor (i.e., fees paid to the sponsor or a third party);
- (6) Description and amount of other costs that the exchange visitor will likely incur (e.g., insurance, living expenses, transportation expenses) while in the United States;
- (7) Health care and insurance description, costs, and requirements for exchange visitors. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://participants.allianceabroad.com/during-your-program/start-your-program-right/#insurance>.
- (8) Arrival notification requirements (e.g., procedures that exchange visitors are to follow upon entry into the United States in reporting their arrival to the sponsor and reporting to the location of their program); and
- (9) Other information that will assist exchange visitors to prepare for their stay in the United States (e.g., how and when to apply for a social security number, if applicable; how to apply for a driver's license; how to open a bank account; employee rights and laws, including workman's compensation; and how to remain in lawful non-immigrant status).

62.10 (d): Required Orientation Information (Provided online by Alliance Abroad)

- 1) Life and customs in the United States;
- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the fullest extent possible;
- (3) Available healthcare, emergency assistance, and health insurance coverage;
- (4) A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- (5) Sponsor rules that exchange visitors are required to follow while participating in their exchange visitor program; (See below)
- (6) Name and address of the sponsor and the name, email address, and telephone number of the Responsible Officer and Alternate Responsible Officer(s);
- (7) The Office of Designation's address, telephone number, facsimile number, Web site and email address, and a copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- (8) Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- (9) The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

Alliance Abroad Specific Requirements:

- Alliance Abroad's contact information, including the importance of utilizing the exchange visitor's designated Alliance Abroad Outreach Coordinator, support email and phone number: support@allianceabroad.com, 24/7 Support Line 866-6ABROAD (866-622-7623), and Alliance Abroad Exchange visitor website.
- Requirement of completing Monthly check-in on AAG's website prior to the 20th of each month. Explanation of the monthly check-in

process and what questions are asked.

- Requirement of completing mid-term (for programs greater than six months) and final evaluations.
- Terms and Conditions of training including all details of specific opportunity (including host company name and address; position duration, training duties, number of training hours, wages, other compensation and benefits, deductions from wages, including those taken for housing and transportation), and information about available housing and transportation to and from training site.
- The possibility of unforeseen circumstances and what action is taken in these cases.
- Introduction to Exchange Visitor Portal on Alliance Abroad's website to ensure exchange visitors have clear program expectations, rules and requirements, including the cultural component of the program and guidance on how to find more information about the community in which exchange visitors will be living and/or descriptions of cultural opportunities available in the area. This information can be found here: https://participants.allianceabroad.com/during-your-program/start-your-program-right/#_cultural-exchange.
- Information on available housing (costs associated, rent, deposits, utilities, responsibilities, telephone calls, etc.) and ensure all exchange visitors understand how to proceed to housing upon arrival.
- Information on U.S. laws and customs, and consequences if laws are broken in the U.S.
- Information on advanced safety measures and precautions that may be implemented in the case of any emergency, such as a pandemic or natural disaster, including following local and state level advisories and requirements
- Information on bike safety standards/common road rules.
- Itemized list of what program fees include, and other costs that the exchange visitor will likely incur (e.g., living expenses, transportation, medical expenses) while in the U.S.
- Requirement of having sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. Participants should bring at least \$1500 USD to the U.S. at the start of their program and have round trip tickets purchased if available or the funds for the return ticket readily available.
- Importance of checking emails at least once a week for updates and other important messages from Alliance Abroad through the email address provided on exchange visitor application and providing U.S. cell phone number to Alliance Abroad when confirmed
- Change of visa status is prohibited.
- Information on health and accident insurance and coverage period for exchange visitors and dependents, as well as process for contacting insurance while on program. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://allianceabroad.com/resources/medical-insurance/>. If exchange visitors would like to extend their insurance for travel period, they must notify Alliance Abroad at least 2 weeks prior to their DS-2019 end date.
- Unauthorized training activities including "unskilled occupations" for Interns and Trainees.
- Reasons for and consequences of termination of program in SEVIS, including reporting to USCIS and/or U.S Department of State. Possible reasons for termination include but are not limited to failure to report to AAG arrivals/changes of residence/changes of site of activity, starting training at unverified placements, etc.
- Information advising participants that they MAY NOT begin training at any other site of activity except that which is listed on their DS-2019 form until AAG has provided written notice to them that AAG has verified the terms and conditions of such employment and fully vetted their host company and new position;
- Information about J-2 visas for immediate family, and the requirements and restrictions related thereto.

C. Prompt notice of visa approvals and denials. Partner is responsible for providing AAG with timely and accurate notification regarding scheduled Embassy appointments and participants' visa denials through email to Partner Account Manager within 48 hours of denial or cancellation. Participant files will be updated with visa denial information following confirmation of denied status unless the participant has a second interview.

D. Advance notice of participants' arrival information. Partner is responsible for providing AAG notice of all participants' confirmed arrival information (including date, time, destination airport and flight number) at least TWO WEEKS in advance of the participants' planned arrival. Host companies have the authority to cancel participants' placements if arrival information is not provided at least two weeks before arrival OR if participants cannot arrive during the requested arrival period listed on the training offer. In addition, partners should NOT book flights for participants prior to the agreed end date on the training offer unless AAG has approved with Host Company. Doing so may result in termination of partnership and/or AAG will take steps to recover funds lost due to the early departures that partner sanctioned without AAG approval. PLEASE NOTE: If participant will be arriving to the U.S. AFTER his/her DS-2019 Start Date, partner must alert AAG with at least two weeks' notice. Housing availability and host company placements may be adversely affected by late arrivals. Participants who do not alert AAG of a delayed arrival within 30 days of their program start date will have an INVALID status in SEVIS.

E. Housing Obligations: Partner shall communicate the applicable housing arrangements to participants, ensure they understand the housing arrangements and will provide assistance to AAG with participant housing in the U.S. as directed by AAG. Partner is responsible for ensuring that all participants secure at least temporary housing prior to departing for the United States, whether participant makes housing arrangements or partner helps make the arrangements on the participants' behalf. Airline tickets should not be booked until the visa is approved AND that the housing (temporary or permanent) is identified, approved and secured (either through the self-arranged or AAG Assisted option). If participants arrive without having made proper housing arrangements, Partner will be financially responsible for providing temporary housing while participants secure a permanent housing option. Participant-arranged housing needs to be vetted by

AAG prior to arrival. The AAG Housing Vetting questionnaire should be submitted at least a month prior to arrival.

Participant-arranged Housing: Many AAG Intern and Trainee placements require that participants arrange their own housing. In the cases where participants sign job offers that include participant-arranged housing, Partner is responsible for ensuring that all participants secure housing prior to departing for the United States. Partner is required to send proof (reservation confirmation) that housing is secured to Partner Account Manager when providing arrival information. Alliance Abroad will provide approved housing leads in the job offer to facilitate this process; however, Partner is responsible for ensuring that participant makes housing arrangements or helps make the arrangements on their behalf.

Company Provided Housing: In cases where the housing is provided by the host company, full details will be available in the training offer provided by AAG, including location, type of housing, contact name and phone number, address (if available), cost per week, what is included in the housing vs. what the participant will need to provide and associated transportation options to and from training (and applicable costs.)

F. Return Flights: Partner is responsible to ensure all participants have booked and confirmed a return flight and provide such confirmation upon request. If return flights cannot be purchased due to length of program, participant should have sufficient funds to purchase a one-way return flight if required to leave the program early for any reason.

G. Taxes: The partner will inform all participants of the requirement to file a Non-Resident compliant US tax return in accordance with IRS regulations (IRS publication 519). If participant is filing taxes via self-preparation tax return services, Alliance Abroad recommends utilizing Sprintax, currently the only compliant self-preparation software for Non-Residents.

III. OBLIGATIONS OF AAG. The following is a list of obligations of AAG:

1. Provide and enforce proper guidelines, policies and procedures for participants, employers and partners to ensure that the Visitor Exchange Program in operated accordance with all applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs.
2. Promptly and appropriately address issues affecting participants' health, safety, and welfare.
3. Provide marketing materials (explaining orientation and support services of AAG) for distribution to prospective participants. These may be PDF files sent electronically.
4. Provide placement and matching service for full placement participants.
5. Verify placement details and screen host company to ensure placement is in compliance with all U.S. Department of State regulations and appropriate for a cultural exchange program.
6. Provide training to partner and host company on the rules and regulations of the program.
7. Provide training to partner on technology and video recording systems used during the application process.
8. Verify participant eligibility and make the final decision as to whether to accept or reject a participant into the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.
9. Assist in visa process, providing administrative support and documentation to expedite processing. Upon request, a letter of introduction will be sent to the local U.S. Embassy/consulates introducing AAG and Partner.
10. Provide appropriate assistance and support from an AAG Representative and additional services on an as needed basis.
11. Provide each participant with a toll-free telephone number for 24-hour emergency assistance.
12. Provide monthly monitoring and evaluation services throughout the program to ensure the safety and well-being of the participant, and that the goals of the program are being fulfilled appropriately. Such contact may be in-person, by telephone, or via electronic mail and must be properly documented.
13. Be available to participants, partners and host companies to assist as facilitators, counselors, and information resources.
14. Provide participants with emergency travel health and accident insurance for the program duration from five days before DS-2019 form's start date to five days after DS-2019 form's end date.
15. Assist in obtaining permanent or temporary housing options for full placement participants in cases where housing is not provided by AAG or the host company. The monthly housing cost will vary according to the type of accommodation and location. The participant will be solely responsible for rent payment, security deposits and other associated costs. It is the responsibility of the Partner or Participant to secure housing.
16. Provide participant's contact information to vetted third parties for optional services such as tax refund assistance (unless partner has declined this in contract).
17. Provide a customized DS-7002 training/internship placement plan.
18. Ensure documented host company site visit is on file when required by regulatory guidelines prior to approving the placement.
19. Provide each participant with AAG's online orientation and ensure participants complete orientation and sign online acknowledgement form prior to going to the embassy. AAG's pre-departure orientation topics include those listed above in section II.B as well as:
 - Life and customs in the United States.
 - Local community resources (public transportation, medical centers, schools, libraries, recreation centers, banks, etc.)

- Available healthcare, emergency assistance, and health insurance coverage;
- A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- Sponsor rules that exchange visitors are required to follow while participating in their program
- Name and address of the sponsor
- Name, email address and telephone number of the Responsible Officer and Alternate Responsible Officer(s)
- The Office of Designation's address, telephone number, fax number, website and e-mail address
- A copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

IV. UNFORESEEN CIRCUMSTANCES

A. Loss of Position: AAG is not responsible if, due to unforeseen circumstances, participants are not able to continue training at a host company. If a position is terminated for any reason other than justifiable cause, AAG will endeavor to mediate on behalf of participants. However, economic challenges, pandemics, natural disasters, etc. are uncontrollable, and AAG will not be held responsible in any manner for these situations. If a placement is lost for host company's economic reasons, AAG will try to find the participant a comparable position provided the participant contacts AAG within three days of placement ending, without any guarantee. The Participant will be invited to search for his/her new placement as well to support AAG's initiatives. AAG is not responsible for lost stipend/wages during the time of transition, housing costs or transportation for relocating. If a new placement is not identified and approved within a specified timeline, the participant will need to return home and his/her program will be ended in SEVIS.

B. Re-Routes and Cancellation of Positions: From time to time, placements to which participants have been assigned may be eliminated due to lower demand, late arrival of participants or other reasons. This may happen before a participant leaves his or her home country or after/upon arrival in the U.S. AAG is not responsible for loss of wages, transfer costs to the new location or any loss from flights or other transportation costs incurred for the lost placement.

AAG Placement: In full placement cases, as soon as AAG is made aware of the situation, AAG will attempt to find another placement for the participant(s) as close to the lost placement as possible in content, stipend, location and conditions, but no guarantee can be made of an equivalent placement, or even a similar placement in the same region. In those cases, participants will be offered the option of finding their own placement (through signing a form releasing AAG of responsibility for finding the placement) or accepting the position offered by AAG. AAG may also provide resources to assist participants with finding their own placements, if they so choose.

V. FEES, DEPOSITS, ALLOCATIONS AND DEADLINES

PARTICIPANTS' COUNTRY OF CITIZENSHIP: THAILAND; MALAYSIA; VIETNAM; MYANMAR; BRAZIL

Fees listed below include application deposit, placement fees or placement verification, insurance, orientation services, program monitoring and 24/7 emergency support throughout the participant's stay. These fees do not include any fees charged by the U.S. Embassy/Consulate in participant's home country or SEVIS I-901 Fee. Invoices for full balance of program fees will be sent upon completion and approval of participant placement interview and are due to AAG within one week.

Alliance Abroad Full Placement Program with Deferred Payment Plan Option: An allocation of 150 full placement positions for Intern or Trainees is allocated for DS issuance in 2026. This number is based on 2025 program deferrals and allocation and anticipated growth. Alliance Abroad works with partners on a weekly basis to identify positions that might work for the partner and to help ensure annual growth in recruitment for our full placements. Allocation is a goal, not a guarantee of forms. As part of our Deferred Payment Program (DPP), partners will be responsible for paying an initial deposit toward the program fee to release the DS form. Participants will then pay the balance over the designated period while participating in the program. (See DPP Agreement for further details.)

2025 PRICING	AAG Full Placements- Standard Price	AAG Full Placements- DPP Price
Placements- 7-12 months	\$3,100	\$3,500
Placements- 6 months or less	less \$400	less \$400
Placements- 13-18 months	add \$400	add \$400

*Note: Hospitality and agriculture placements can only be a maximum of 12 months for Intern or Trainee.

Program Placement Definitions

"FLIP"- A program that requires two sites of activity that change at a pre-determined time during the program, regardless of whether or not one or both companies are new or existing.

Non-refundable Deposit: A non-refundable fee of \$250.00 USD per exchange visitor is included in the total program fee invoice. Should an exchange visitor cancel the program before payment is made, partner will be responsible for the \$250 non-refundable deposit. See Cancellation Fee Policy outlined in Section VI.

I-901 SEVIS Fee: Partner will be responsible for Intern/Trainee to pay the I-901 SEVIS fee (payable to the Department of Homeland Security directly through <https://www.fmjfee.com>). DHS is no longer issuing paper receipts. The payment confirmation that can be printed from the FMJFEE website (<https://www.fmjfee.com/i901fee/index.jsp>) will replace the I-797C mailed receipt. Payment confirmation can be printed anytime by clicking on the "Check I-901 Status / Print Payment Confirmation" button and entering the participant's SEVIS ID, Last Name, and Date of Birth. The I-901 SEVIS fee is non-refundable.

Housing Deposits: If AAG is assisting with housing for an AAG full placement, partners may be responsible for collecting any required housing security deposits or related fees. These monies will be invoiced and due upon completion and approval of participant placement interview. AAG will not process DS-2019 forms until these deposits are received. Failure to pay housing deposits in a timely manner may result in housing no longer being available to participants upon arrival. In this case, any deposits or other costs that AAG has already incurred will be the responsibility of the partner, payable to AAG within one week of receiving an invoice for the amount.

DS-2019 Form Re-Issuance Fee: If AAG is asked to reissue a DS-2019 and/or Training/Internship Placement Plan for any reason other than a mistake or request by AAG, a fee of \$100 USD will be charged to cover administrative fees. All program dates should be agreed upon at the time the application is submitted in our system for review.

Additional Fees: These fees will be charged on an as-needed, as requested basis:

Transfer Site of Activity Fee (pending eligibility):	\$600 USD
Transfer request must first be reviewed and authorized by AAG. Transfer fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement transfers.	
Extension Administration Fee (does not include required insurance):	\$500 USD
Extension request must first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement extensions.	
Extension Administration fee with transfer (does not include required insurance):	\$700 USD
Extension request first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee.	
Additional Insurance for Extensions (per month):	\$60 USD
Delayed Payment Leading to Re-issuance of DS-2019	\$50 USD
If delay of payment of invoices leads to delayed start dates that require date changes to Training/Internship Placement Plan partner will be charged an additional administrative fee of \$50.	
Site Visit Fee (when required):	\$400 USD
Site visits are required in the J-1 regulations for the Intern and Trainee program for companies we have not sponsored exchange visitors at before (thus no evaluation or feedback from past participants). We will request a site visit if the company:	
<ul style="list-style-type: none"> • Has less than 3 million in annual revenue and less than 25 full-time employees. • Has more than 3 million in annual revenue and less than 25 full-time employees • Has less than 3 million in annual revenue and more than 25 full-time employees 	
*New host companies that have more than 3 million in annual revenue and more than 25 full-time employees do not require a site visit.	
J-2 Visa Administration Fee:	\$550 USD
Price is per J-2 applicant. Does not include insurance required for duration of program. J-2 visa administration fees are non-refundable	

J-2 Dependent Insurance Costs:

Age Range	Total Cost
Newborn-55 years of age	\$90/month
55+ years of age	NOT COVERED BY AAG POLICY

B. Timing of Payment: Payment of program fees and I-901 SEVIS fee are due to AAG within one week upon receipt of invoice. No DS-2019 forms will be issued until invoices have been paid in full.

VI. CANCELLATION AND RECONCILIATION POLICY

A. Cancellation Policy:

After Arrival in the United States: There are generally no refunds or credits of any fees made by partner or participant once the participant has arrived in the United States. Any exceptions will be reviewed on a case-by-case basis.

Prior to Arrival in the United States: If you notify AAG of the cancellation or visa denial prior to the program start date listed on the DS-2019 form (if issued), the AAG cancellation policy will be applied according to the chart below, which includes a charge to cover insurance and other costs incurred. All credits for program fees and housing deposits (if applicable) will be issued to the Partner with the Partner as Payee. Please be advised that AAG does not provide cash refunds for program cancellations. Partners may apply credits from cancellations toward future programs.

TIMING OF CANCELLATION/REASON	POLICY
Prior to the receipt of the names of the participants.	All fees paid to AAG will be credited to Partner.
Participant has been offered a training opportunity with an AAG host company but application has not been submitted. (AAG full placement.)	All fees less non-refundable \$250 USD program deposit will be credited to partner.
Participant application has been submitted and participant has been matched to a placement but the DS-2019 form has not been requested.	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less the non-refundable \$250 USD program deposit and \$100 USD administration fee will be credited to partner. Total \$350.
Cancellation for any reason after the DS-2019 has been requested	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less non-refundable \$250 USD deposit and \$150 USD administration fee. Total \$400 AAG orientation and housing payments (deposit and/or advanced rent) will be fully refunded as long as notification of cancellation is received at least 14 days prior to the participant's start date on the DS-2019. Participants who cancel their program less than 14 days before the latest program start date will be issued no refund of orientation or housing payments unless AAG is able to find a replacement for the participant, in which case a full orientation and housing refund will be issued. Cancellations include participants who are not able to participate due to the delay in successfully securing a visa appointment and/or whose placements cancel due to their inability to arrive by the requested latest start date. Cancellations also include participants who choose to defer program to a later date after application is submitted.

In the case of a visa denial, Partner must notify AAG of visa denial as soon as possible, no later than 14 days prior to the participant's start date on the DS-2019, for a refund to be considered. Original visa denial letter (provided by Embassy or Consulate) must be provided to AAG.

B. Reconciliation Policy:

1. Ensure DS-2019 that will not be used due to cancellation or visa denial are reported to Alliance Abroad promptly.
2. A Partner must pay balance of invoice received from AAG in full regardless of pending cancellations. Credit for cancellations must be approved and recorded by AAG prior to the generation of a reconciliation invoice. Cancellations are processed on a billing cycle, which at times results in a delay to the partner's account.
3. Credits can be used for future seasons and/or other AAG programs. (Unless Partner has outstanding unpaid housing invoices, in which case the credit will be applied to those outstanding invoices.)
4. When AAG issues a credit to partner on behalf of a participant, within 60 days of such credit being issued, partner shall issue a refund to the corresponding participant in an amount equal to or greater than such credit. Partner shall issue such refund in the form of payment originally paid by participant.

VII. REPRESENTATION AND WARRANTY.

By signing below, Partner:

- a. Agrees to all of the terms and conditions contained herein and the International Partner Agreement;
- b. Represents and warrants Partner will not engage in, permit the use of, or otherwise cooperate or contract with other third parties (including staffing or employment agencies or subcontractors) for the purpose of recruiting or outsourcing any core programmatic functions covered by the agreement (i.e., placement, screening, selection, and orientation).
- c. Third parties used during the program (i.e.: housing provider, transportation etc.) must be disclosed here:

- d. Represents and warrants that it shall not pay or provide incentives to host employers in the United States to accept program participants for training placements, except and unless the incentives are provided as part of hosting an AAG recruitment fair, and more fully outlined in a Recruitment Fair Contract between AAG and Partner.

Partner: CTI Group Worldwide Services Inc

Signature:	
Print Name	ROBERT UPCHURCH
Title:	CEO
Date:	

Alliance Abroad Group Inc.

Signature:	
By:	Adam Cooper
Title:	President
Date:	

Attachment A

Full Disclosure of Partner Pricing Model

Note: Every fee/cost paid by Program Participants must be disclosed on this form and returned to AAG. Failure to completely and accurately complete and update this form will result in AAG immediately terminating its contract with Partner.

Name of Agency: **CTI Group Worldwide Services Inc** _____ Date Completed: _____

PARTICIPANTS' COUNTRY OF CITIZENSHIP: THAILAND; MALAYSIA; VIETNAM; MYANMAR; BRAZIL

Program Fees	\$ USD Currency (RETAIL PRICE IN MARKET)
Pre-Placement Option (by Sponsor)	

*Program fee should include full amount participant will pay to partner, which includes all partner fees plus the fees the partner will pay to AAG for the participant's program. (Partner's contracted fee with AAG + Partner mark-up)

Instructions: For each item below, please note what is included in the retail price for your program fees that you have listed above. If the item is included, select "YES," and do not complete anything in the far-right column. If the item is not included but there is a charge for it, select "NO," and list the amount charged in the far-right column. If the item is not required or an option for the participant, choose "N/A," and do not enter anything into the far-right column. If you have additional fees that are not in the item list below, fill them in on the blank lines.

What is included in your Program Fee?				If "NO", list the fee that you charge, if applicable (USD currency)
Administrative Costs	YES	NO	N/A	
Interview/Screening Fee	YES	NO	N/A	
English Eligibility Test	YES	NO	N/A	
Translation of School Documents	YES	NO	N/A	
Health Insurance	YES	NO	N/A	
Flight Costs	YES	NO	N/A	
Expedited Forms/Documentation	YES	NO	N/A	
Expedited Application Review	YES	NO	N/A	
SEVIS Fee	YES	NO	N/A	
Visa Application Fee	YES	NO	N/A	
Non-Refundable Fees	YES	NO	N/A	
Additional Fees (please list)				

**ALLIANCE ABROAD GROUP, INC. INTERNATIONAL PARTNER AGREEMENT
** APPENDIX FOR J-1 INTERN/TRAINEE PROGRAMS YEAR 2026 - ADDENDUM ****

PARTICIPANTS' COUNTRY OF CITIZENSHIP: THAILAND; MALAYSIA; VIETNAM; MYANMAR; BRAZIL

Program Fee Deferred Payment Plan

In order to maximize the volume of enrollments in the Intern/Trainee program by Partner, AAG has created a Deferred Payment Plan based on the conditions stated below. Partner understands that, when enrolling Participants in the AAG's Deferred Payment Plan, Partner holds the legal and financial responsibility of its terms.

Deferred Payment Structure:

- A full payment of \$ **1,250** is required before the DS-2019 is requested and sent to the participant.
- Participant must pay \$ **225** to Alliance Abroad Group, Inc. each month, beginning 31 days after the program start date while on program in the USA. Payment should be made via automatic transfer by ACH. Participant may pay the balance in full at any point prior to the final payment due date.
- Full sponsor program fee of \$ **3,500** is collected by AAG at least a month prior to the end date on the DS-2019 form.

General Conditions:

- The deferred payment plan is only available for 12 to 18 month, full placement programs.
- Partner must collect the Deferred Payment Plan terms and conditions signed by the Participant and upload the signed document to their application before submitting their application to the Alliance Abroad system. AAG cannot invoice program fees without receiving a copy of the signed participant DPP agreement.
- AAG will closely monitor the monthly payments during the Participant's program; if and when a monthly payment is overdue at least 2 weeks, the Participant's program will be at risk. If payment is not made, the program will be ended and the Participant will have one month to pay the full balance due to AAG. Program ending prematurely does not cancel remaining payments; balance in full is still due.
- Partner will be made accountable for collecting such balance from the Participant on behalf of AAG. Should the balance be still unpaid after a month of the program's cancellation date, Partner will be invoiced by AAG for the remaining balance due.

AGREED TO:

EXECUTED this 19th day of February, 2026 :

Partner: **CTI Group Worldwide Services Inc**

ALLIANCE ABROAD GROUP, INC.:

Signature: _____

Signature: _____

Print Name: **ROBERT UPCHURCH**

CEO

Adam Cooper, President

ALLIANCEABROAD GROUP, INC., - ALLIANCE STRATEGIES LIMITED - OVERSEAS RECRUITMENT PARTNER AGREEMENT APPENDIX FOR J-1 TRAINEE AND J-1 INTERN PROGRAMS YEAR 2026 **PARTICIPANTS' COUNTRY OF CITIZENSHIP: SOUTH AFRICA**

I. PROGRAM PURPOSE.

The U.S Department of State's BridgeUSA Trainee and Intern Programs are designed to enhance international participants' skills and expertise in their occupational fields through participation in structured and guided work-based training and to expand their knowledge of American techniques, methodologies, or expertise. Such training and internship programs are also designed to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. Use of the BridgeUSA programs for ordinary employment or work purposes or to displace American workers is strictly prohibited.

Trainee Program: A specific objective of the Trainee Program is to provide foreign nationals who have either (1) a degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or (2) five years of work experience outside the United States in their occupational field a period of work-based training in his or her specific occupational field to allow them to expand skills that will enhance their careers in their home country.

Intern Program: A specific objective of the Intern Program is to provide foreign nationals who are currently enrolled full-time in and actively pursuing studies at a foreign ministerially-recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date a period of work-based learning in his or her specific academic field to allow them to develop practical skills that will enhance their future careers.

Acceptance of Applications: AAG, in its sole discretion, will make the final decision as to whether to accept or reject a participant in the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.

II. OBLIGATIONS OF PARTNER

A. Partner General Obligations. The Partner shall serve as a Foreign Entity for Alliance Abroad and shall:

1. Act in full compliance with the applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs. For convenience, these materials may be found at the following URL, but Partner's inability to access this information does not in any way excuse its compliance requirements: <https://www.ecfr.gov/current/title-22/chapter-1/subchapter-G/part-62>.
2. Defer to and follow AAG's instructions and guidance in all matters that affect the health, safety, and welfare of participants, in the sole discretion of AAG.
3. Provide Alliance Abroad with the following information (annually unless otherwise noted), and notify Alliance Abroad in writing within 3 business days of any information changes:
 - a. Proof of business licensing and/or registration (including original and English translation) to enable it to conduct business in the venue(s) where it operates;
 - b. Disclosure of any previous bankruptcy and/or any pending legal actions or complaints against such an entity on file with local authorities;
 - c. Written references less than 2 years old from three current business associates and/or partner organizations including one J-1 visa sponsor;
 - d. Summary of previous experience conducting J-1 BridgeUSA Program and/or international exchange program activities;
 - e. Criminal background check reports conducted in the prior 12 months (including original and English translation) for all owners and officers of the company;
 - f. A copy of any and all advertising materials that Partner intends to use or actively uses to market Alliance Abroad's program (including original and English translation);
 - g. Copy of exchange visitor application contract with Partner including program fee/cancellation/refund policy (including original and English translation); and
 - h. Copy of the overseas agent or Partner's notarized financial statements upon request
4. Notify AAG promptly of any change in the following information: company legal name, address, contact information (including physical and mailing address, telephone number, e-mail address and website).
5. Participate in mandatory Alliance Abroad partner online training and complete acknowledgment forms indicating completion of such training upon request.
6. Complete and return to AAG the Partner Pricing Model (Attachment A), confirming Partner's actual retail price (including AAG's fees) to participants, all other fees required of participants, and detailing what each fee includes. Upon any change in the information provided, Partner shall provide AAG the updated information within 3 business days.

7. Ensure participants receive and sign a disclosure of fees, outlining all fees owed and what is included in the fees paid to Partner prior to the first program fee payment.
8. Provide support to AAG before, during and after program, including providing any requested documentation.
9. Ensure Exchange Visitors understand how to download their signed electronic DS-2019 from the Alliance Abroad system. Should DS-2019 be shipped to partner, safeguard and protect the document and distribute directly to the Exchange Visitor as soon as possible. Do not forward to any third party (via email or other electronic means) copies or Portable Document Formats (PDFs) of signed or unsigned Forms DS-2019, and immediately (within 24 hours) report to AAG in writing any compromise of DS-2019 forms.
10. Provide to AAG for approval any marketing materials and/or website designs with the logo of AAG prior to distribution.
11. If AAG provides the name(s) of the host employer(s) to Partner for the purposes of enrollments, Partner will not contact the host employer(s) to place candidates with that employer during the terms of this agreement and for 3 (three) continuing years following the end of the agreement. This clause applies for all related visa programs.

Participant Eligibility & Application

12. Recruit eligible participants who demonstrate an intention to participate in the cultural aspects of the Intern & Trainee Programs and who meet all U.S. Department of State eligibility requirements. Ensure that participants fully understand the purpose and mission of the program, including a commitment to their training plan.
13. Set up in-person interviews for potential participants to screen and interview according to established procedures of AAG. Assist with scheduling host company interviews if participant is selected to interview.
14. Set up phone/virtual interviews with AAG and/or initiate video recorded interviews through AAG interview technology as requested for verification of English level, program motivation, etc.
15. Dutifully, honestly, and correctly complete all aspects of AAG application for each participant and notify AAG within 3 business days if any information contained in the application of an active participant changes prior to the participant completing the Program. Partner shall follow all rules and guidelines issued by AAG in completing each participant application.
16. Provide AAG with a valid e-mail address for each participant in their online application that will be available to them during the application process and the entire time they are in the U.S. Should e-mails not be valid, partner will promptly confirm new e-mail contact information.
17. Collect all monies from participants for program enrollment, including but not limited to program fees and any required housing deposit or related fees, and timely remit all necessary fees to AAG.
18. Communicate to AAG any potential housing issues or challenges with the leads provided as soon as possible to ensure that each participant has safe, affordable housing upon arrival.
19. Verify that applicants meet the following Department of State eligibility requirements:

Program Requirements for Both Programs:

- Possess sufficient English language proficiency - at least an intermediate level of English (as measured by AAG rating standards) - to successfully participate in his/her program and function on a day-to-day basis. English language proficiency must be documented either through a recognized language test administered by an academic institution or English language school, or through a documented interview conducted in person or by video conference. If applicants are rated incorrectly by Partner and placed in positions for which they do not have adequate English ability, AAG may cancel their application for the program. A cancellation fee will apply.
- Have sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. They may anticipate applying their stipend to those costs, but they should plan on bringing at least \$1,500* USD to the U.S. at the start of their program.
- Demonstrate sufficient maturity and motivation to succeed in the training/internship position.

Trainee Program Requirements

- Partner must verify that participants have either (1) a degree or professional certificate from a foreign ministerially recognized post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States or five years of work experience outside the United States in their occupational field, or five years of work-based training in his or her specific occupational field.

Intern Program Requirements:

- Partner must verify that participants are currently enrolled full-time in and actively pursuing studies at a foreign ministerially recognized degree- or certificate-granting post-secondary academic institution outside the United States or graduated from such an institution no more than 12 months prior to their exchange visitor program start date. Note: If there is a significant gap in time (six months or more) between the end of a participant's coursework and graduation date, please notify your account manager.

During & After Program

20. Provide AAG with participant cell phone numbers as soon as they become available.
21. Inform AAG immediately (within 8 hours of receiving the information) of any serious problem or controversy regarding a participant that partner is notified of during the program.
22. Ensure at least one Partner representative is available during the program to help communicate with participants.
23. Track return to home country rates for all participants and provide report to AAG upon request.

B. Pre-Departure Orientation: Pre-Arrival information and orientation. Partner is required to conduct a Pre-Departure Orientation (using Alliance Abroad-provided materials) with each exchange visitor. This orientation is in addition to the Alliance Abroad online orientation. Prior to exchange visitor departure, Partner will confirm that each exchange visitor has attended the Pre-departure Orientation in their home country, as well as ensure that all exchange visitors have completed the Alliance Abroad orientation and have signed the online acknowledgment form confirming its completion. Pre-departure orientation shall include at a minimum the following information that is outlined in the federal regulations in sections 62.10 (c) and 62.10 (d):

62.10 (c): Required Pre-arrival Information:

- (1) The purpose of the Exchange Visitor Program;
- (2) The home-country physical presence requirement;
- (3) Travel to and entry into the United States (e.g., procedures to be followed by exchange visitors for obtaining visas for entry to the United States, including the information and documentation needed for the interview; travel arrangements to the United States, and what to expect at the port of entry, including the necessity of having and presenting travel documents at the port of entry);
- (4) Housing, including specific information on what housing is provided by the program or otherwise available and the expected cost to the exchange visitor;
- (5) An itemized list of all fees to be paid by a potential exchange visitor (i.e., fees paid to the sponsor or a third party);
- (6) Description and amount of other costs that the exchange visitor will likely incur (e.g., insurance, living expenses, transportation expenses) while in the United States;
- (7) Health care and insurance description, costs, and requirements for exchange visitors. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://participants.allianceabroad.com/during-your-program/start-your-program-right/#insurance>.
- (8) Arrival notification requirements (e.g., procedures that exchange visitors are to follow upon entry into the United States in reporting their arrival to the sponsor and reporting to the location of their program); and
- (9) Other information that will assist exchange visitors to prepare for their stay in the United States (e.g., how and when to apply for a social security number, if applicable; how to apply for a driver's license; how to open a bank account; employee rights and laws, including workman's compensation; and how to remain in lawful non-immigrant status).

62.10 (d): Required Orientation Information (Provided online by Alliance Abroad)

- 1) Life and customs in the United States;
- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the fullest extent possible;
- (3) Available healthcare, emergency assistance, and health insurance coverage;
- (4) A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- (5) Sponsor rules that exchange visitors are required to follow while participating in their exchange visitor program; (See below)
- (6) Name and address of the sponsor and the name, email address, and telephone number of the Responsible Officer and Alternate Responsible Officer(s);
- (7) The Office of Designation's address, telephone number, facsimile number, Web site and email address, and a copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- (8) Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- (9) The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

Alliance Abroad Specific Requirements:

- Alliance Abroad's contact information, including the importance of utilizing the exchange visitor's designated Alliance Abroad Outreach Coordinator, support email and phone number: support@allianceabroad.com, 24/7 Support Line 866-6ABROAD (866-622-7623), and Alliance Abroad Exchange visitor website.
- Requirement of completing Monthly check-in on AAG's website prior to the 20th of each month. Explanation of the monthly check-in

process and what questions are asked.

- Requirement of completing mid-term (for programs greater than six months) and final evaluations.
- Terms and Conditions of training including all details of specific opportunity (including host company name and address; position duration, training duties, number of training hours, wages, other compensation and benefits, deductions from wages, including those taken for housing and transportation), and information about available housing and transportation to and from training site.
- The possibility of unforeseen circumstances and what action is taken in these cases.
- Introduction to Exchange Visitor Portal on Alliance Abroad's website to ensure exchange visitors have clear program expectations, rules and requirements, including the cultural component of the program and guidance on how to find more information about the community in which exchange visitors will be living and/or descriptions of cultural opportunities available in the area. This information can be found here: https://participants.allianceabroad.com/during-your-program/start-your-program-right/#_cultural-exchange.
- Information on available housing (costs associated, rent, deposits, utilities, responsibilities, telephone calls, etc.) and ensure all exchange visitors understand how to proceed to housing upon arrival.
- Information on U.S. laws and customs, and consequences if laws are broken in the U.S.
- Information on advanced safety measures and precautions that may be implemented in the case of any emergency, such as a pandemic or natural disaster, including following local and state level advisories and requirements
- Information on bike safety standards/common road rules.
- Itemized list of what program fees include, and other costs that the exchange visitor will likely incur (e.g., living expenses, transportation, medical expenses) while in the U.S.
- Requirement of having sufficient finances to support themselves for their entire stay in the United States, including housing and living expenses. Participants should bring at least \$1500 USD to the U.S. at the start of their program and have round trip tickets purchased if available or the funds for the return ticket readily available.
- Importance of checking emails at least once a week for updates and other important messages from Alliance Abroad through the email address provided on exchange visitor application and providing U.S. cell phone number to Alliance Abroad when confirmed
- Change of visa status is prohibited.
- Information on health and accident insurance and coverage period for exchange visitors and dependents, as well as process for contacting insurance while on program. Insurance provider and contact information, insurance policy card, and coverage information can be found on Alliance Abroad's website: <https://allianceabroad.com/resources/medical-insurance/>. If exchange visitors would like to extend their insurance for travel period, they must notify Alliance Abroad at least 2 weeks prior to their DS-2019 end date.
- Unauthorized training activities including "unskilled occupations" for Interns and Trainees.
- Reasons for and consequences of termination of program in SEVIS, including reporting to USCIS and/or U.S Department of State. Possible reasons for termination include but are not limited to failure to report to AAG arrivals/changes of residence/changes of site of activity, starting training at unverified placements, etc.
- Information advising participants that they MAY NOT begin training at any other site of activity except that which is listed on their DS-2019 form until AAG has provided written notice to them that AAG has verified the terms and conditions of such employment and fully vetted their host company and new position;
- Information about J-2 visas for immediate family, and the requirements and restrictions related thereto.

C. Prompt notice of visa approvals and denials. Partner is responsible for providing AAG with timely and accurate notification regarding scheduled Embassy appointments and participants' visa denials through email to Partner Account Manager within 48 hours of denial or cancellation. Participant files will be updated with visa denial information following confirmation of denied status unless the participant has a second interview.

D. Advance notice of participants' arrival information. Partner is responsible for providing AAG notice of all participants' confirmed arrival information (including date, time, destination airport and flight number) at least TWO WEEKS in advance of the participants' planned arrival. Host companies have the authority to cancel participants' placements if arrival information is not provided at least two weeks before arrival OR if participants cannot arrive during the requested arrival period listed on the training offer. In addition, partners should NOT book flights for participants prior to the agreed end date on the training offer unless AAG has approved with Host Company. Doing so may result in termination of partnership and/or AAG will take steps to recover funds lost due to the early departures that partner sanctioned without AAG approval. PLEASE NOTE: If participant will be arriving to the U.S. AFTER his/her DS-2019 Start Date, partner must alert AAG with at least two weeks' notice. Housing availability and host company placements may be adversely affected by late arrivals. Participants who do not alert AAG of a delayed arrival within 30 days of their program start date will have an INVALID status in SEVIS.

E. Housing Obligations: Partner shall communicate the applicable housing arrangements to participants, ensure they understand the housing arrangements and will provide assistance to AAG with participant housing in the U.S. as directed by AAG. Partner is responsible for ensuring that all participants secure at least temporary housing prior to departing for the United States, whether participant makes housing arrangements or partner helps make the arrangements on the participants' behalf. Airline tickets should not be booked until the visa is approved AND that the housing (temporary or permanent) is identified, approved and secured (either through the self-arranged or AAG Assisted option). If participants arrive without having made proper housing arrangements, Partner will be financially responsible for providing temporary housing while participants secure a permanent housing option. Participant-arranged housing needs to be vetted by

AAG prior to arrival. The AAG Housing Vetting questionnaire should be submitted at least a month prior to arrival.

Participant-arranged Housing: Many AAG Intern and Trainee placements require that participants arrange their own housing. In the cases where participants sign job offers that include participant-arranged housing, Partner is responsible for ensuring that all participants secure housing prior to departing for the United States. Partner is required to send proof (reservation confirmation) that housing is secured to Partner Account Manager when providing arrival information. Alliance Abroad will provide approved housing leads in the job offer to facilitate this process; however, Partner is responsible for ensuring that participant makes housing arrangements or helps make the arrangements on their behalf.

Company Provided Housing: In cases where the housing is provided by the host company, full details will be available in the training offer provided by AAG, including location, type of housing, contact name and phone number, address (if available), cost per week, what is included in the housing vs. what the participant will need to provide and associated transportation options to and from training (and applicable costs.)

F. Return Flights: Partner is responsible to ensure all participants have booked and confirmed a return flight and provide such confirmation upon request. If return flights cannot be purchased due to length of program, participant should have sufficient funds to purchase a one-way return flight if required to leave the program early for any reason.

G. Taxes: The partner will inform all participants of the requirement to file a Non-Resident compliant US tax return in accordance with IRS regulations (IRS publication 519). If participant is filing taxes via self-preparation tax return services, Alliance Abroad recommends utilizing Sprintax, currently the only compliant self-preparation software for Non-Residents.

III. OBLIGATIONS OF AAG. The following is a list of obligations of AAG:

1. Provide and enforce proper guidelines, policies and procedures for participants, employers and partners to ensure that the Visitor Exchange Program in operated accordance with all applicable Regulations and Compliance Materials that govern United States J-1 Visitor Exchange Programs.
2. Promptly and appropriately address issues affecting participants' health, safety, and welfare.
3. Provide marketing materials (explaining orientation and support services of AAG) for distribution to prospective participants. These may be PDF files sent electronically.
4. Provide placement and matching service for full placement participants.
5. Verify placement details and screen host company to ensure placement is in compliance with all U.S. Department of State regulations and appropriate for a cultural exchange program.
6. Provide training to partner and host company on the rules and regulations of the program.
7. Provide training to partner on technology and video recording systems used during the application process.
8. Verify participant eligibility and make the final decision as to whether to accept or reject a participant into the program. The decision not to accept a participant into the program does not constitute a breach of any term of this contract.
9. Assist in visa process, providing administrative support and documentation to expedite processing. Upon request, a letter of introduction will be sent to the local U.S. Embassy/consulates introducing AAG and Partner.
10. Provide appropriate assistance and support from an AAG Representative and additional services on an as needed basis.
11. Provide each participant with a toll-free telephone number for 24-hour emergency assistance.
12. Provide monthly monitoring and evaluation services throughout the program to ensure the safety and well-being of the participant, and that the goals of the program are being fulfilled appropriately. Such contact may be in-person, by telephone, or via electronic mail and must be properly documented.
13. Be available to participants, partners and host companies to assist as facilitators, counselors, and information resources.
14. Provide participants with emergency travel health and accident insurance for the program duration from five days before DS-2019 form's start date to five days after DS-2019 form's end date.
15. Assist in obtaining permanent or temporary housing options for full placement participants in cases where housing is not provided by AAG or the host company. The monthly housing cost will vary according to the type of accommodation and location. The participant will be solely responsible for rent payment, security deposits and other associated costs. It is the responsibility of the Partner or Participant to secure housing.
16. Provide participant's contact information to vetted third parties for optional services such as tax refund assistance (unless partner has declined this in contract).
17. Provide a customized DS-7002 training/internship placement plan.
18. Ensure documented host company site visit is on file when required by regulatory guidelines prior to approving the placement.
19. Provide each participant with AAG's online orientation and ensure participants complete orientation and sign online acknowledgement form prior to going to the embassy. AAG's pre-departure orientation topics include those listed above in section II.B as well as:
 - Life and customs in the United States.
 - Local community resources (public transportation, medical centers, schools, libraries, recreation centers, banks, etc.)

- Available healthcare, emergency assistance, and health insurance coverage;
- A description of the exchange visitor program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment (i.e., stipend or wage) an exchange visitor will receive; and deductions from wages, including for housing and transportation;
- Sponsor rules that exchange visitors are required to follow while participating in their program
- Name and address of the sponsor
- Name, email address and telephone number of the Responsible Officer and Alternate Responsible Officer(s)
- The Office of Designation's address, telephone number, fax number, website and e-mail address
- A copy of the Exchange Visitor Program brochure or other Department of State materials as appropriate or required;
- Wilberforce Pamphlet on the Rights and Protections for Temporary Workers; and
- The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his or her telephone number, email address, actual and current U.S. address (i.e., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

IV. UNFORESEEN CIRCUMSTANCES

A. Loss of Position: AAG is not responsible if, due to unforeseen circumstances, participants are not able to continue training at a host company. If a position is terminated for any reason other than justifiable cause, AAG will endeavor to mediate on behalf of participants. However, economic challenges, pandemics, natural disasters, etc. are uncontrollable, and AAG will not be held responsible in any manner for these situations. If a placement is lost for host company's economic reasons, AAG will try to find the participant a comparable position provided the participant contacts AAG within three days of placement ending, without any guarantee. The Participant will be invited to search for his/her new placement as well to support AAG's initiatives. AAG is not responsible for lost stipend/wages during the time of transition, housing costs or transportation for relocating. If a new placement is not identified and approved within a specified timeline, the participant will need to return home and his/her program will be ended in SEVIS.

B. Re-Routes and Cancellation of Positions: From time to time, placements to which participants have been assigned may be eliminated due to lower demand, late arrival of participants or other reasons. This may happen before a participant leaves his or her home country or after/upon arrival in the U.S. AAG is not responsible for loss of wages, transfer costs to the new location or any loss from flights or other transportation costs incurred for the lost placement.

AAG Placement: In full placement cases, as soon as AAG is made aware of the situation, AAG will attempt to find another placement for the participant(s) as close to the lost placement as possible in content, stipend, location and conditions, but no guarantee can be made of an equivalent placement, or even a similar placement in the same region. In those cases, participants will be offered the option of finding their own placement (through signing a form releasing AAG of responsibility for finding the placement) or accepting the position offered by AAG. AAG may also provide resources to assist participants with finding their own placements, if they so choose.

V. FEES, DEPOSITS, ALLOCATIONS AND DEADLINES

PARTICIPANTS' COUNTRY OF CITIZENSHIP: SOUTH AFRICA

Fees listed below include application deposit, placement fees or placement verification, insurance, orientation services, program monitoring and 24/7 emergency support throughout the participant's stay. These fees do not include any fees charged by the U.S. Embassy/Consulate in participant's home country or SEVIS I-901 Fee. Invoices for full balance of program fees will be sent upon completion and approval of participant placement interview and are due to AAG within one week.

Alliance Abroad Full Placement Program with Deferred Payment Plan Option: An allocation of _____ full placement positions for Intern or Trainees is allocated for DS issuance in 2026. This number is based on 2025 program deferrals and allocation and anticipated growth. Alliance Abroad works with partners on a weekly basis to identify positions that might work for the partner and to help ensure annual growth in recruitment for our full placements. Allocation is a goal, not a guarantee of forms. As part of our Deferred Payment Program (DPP), partners will be responsible for paying an initial deposit toward the program fee to release the DS form. Participants will then pay the balance over the designated period while participating in the program. (See DPP Agreement for further details.)

2025 PRICING	AAG Full Placements- Standard Price	AAG Full Placements- DPP Price
Placements- 7-12 months	\$3,000	\$3,300
Placements- 6 months or less	less \$400	less \$400
Placements- 13-18 months	add \$400	add \$400

*Note: Hospitality and agriculture placements can only be a maximum of 12 months for Intern or Trainee.

Program Placement Definitions

"FLIP"- A program that requires two sites of activity that change at a pre-determined time during the program, regardless of whether or not one or both companies are new or existing.

Non-refundable Deposit: A non-refundable fee of \$250.00 USD per exchange visitor is included in the total program fee invoice. Should an exchange visitor cancel the program before payment is made, partner will be responsible for the \$250 non-refundable deposit. See Cancellation Fee Policy outlined in Section VI.

I-901 SEVIS Fee: Partner will be responsible for Intern/Trainee to pay the I-901 SEVIS fee (payable to the Department of Homeland Security directly through <https://www.fmjfee.com>). DHS is no longer issuing paper receipts. The payment confirmation that can be printed from the FMJFEE website (<https://www.fmjfee.com/i901fee/index.jsp>) will replace the I-797C mailed receipt. Payment confirmation can be printed anytime by clicking on the "Check I-901 Status / Print Payment Confirmation" button and entering the participant's SEVIS ID, Last Name, and Date of Birth. The I-901 SEVIS fee is non-refundable.

Housing Deposits: If AAG is assisting with housing for an AAG full placement, partners may be responsible for collecting any required housing security deposits or related fees. These monies will be invoiced and due upon completion and approval of participant placement interview. AAG will not process DS-2019 forms until these deposits are received. Failure to pay housing deposits in a timely manner may result in housing no longer being available to participants upon arrival. In this case, any deposits or other costs that AAG has already incurred will be the responsibility of the partner, payable to AAG within one week of receiving an invoice for the amount.

DS-2019 Form Re-Issuance Fee: If AAG is asked to reissue a DS-2019 and/or Training/Internship Placement Plan for any reason other than a mistake or request by AAG, a fee of \$100 USD will be charged to cover administrative fees. All program dates should be agreed upon at the time the application is submitted in our system for review.

Additional Fees: These fees will be charged on an as-needed, as requested basis:

Transfer Site of Activity Fee (pending eligibility):	\$600 USD
Transfer request must first be reviewed and authorized by AAG. Transfer fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement transfers.	
Extension Administration Fee (does not include required insurance):	\$500 USD
Extension request must first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee for full placement extensions.	
Extension Administration fee with transfer (does not include required insurance):	\$700 USD
Extension request first be reviewed and authorized by AAG. Extension fee will be directly invoiced to the Participant. Partner should not charge any additional fee.	
Additional Insurance for Extensions (per month):	\$60 USD
Delayed Payment Leading to Re-issuance of DS-2019	\$50 USD
If delay of payment of invoices leads to delayed start dates that require date changes to Training/Internship Placement Plan partner will be charged an additional administrative fee of \$50.	
Site Visit Fee (when required):	\$400 USD
Site visits are required in the J-1 regulations for the Intern and Trainee program for companies we have not sponsored exchange visitors at before (thus no evaluation or feedback from past participants). We will request a site visit if the company:	
<ul style="list-style-type: none"> • Has less than 3 million in annual revenue and less than 25 full-time employees. • Has more than 3 million in annual revenue and less than 25 full-time employees • Has less than 3 million in annual revenue and more than 25 full-time employees 	
*New host companies that have more than 3 million in annual revenue and more than 25 full-time employees do not require a site visit.	
J-2 Visa Administration Fee:	\$550 USD
Price is per J-2 applicant. Does not include insurance required for duration of program. J-2 visa administration fees are non-refundable	

J-2 Dependent Insurance Costs:

Age Range	Total Cost
Newborn-55 years of age	\$90/month
55+ years of age	NOT COVERED BY AAG POLICY

B. Timing of Payment: Payment of program fees and I-901 SEVIS fee are due to AAG within one week upon receipt of invoice. No DS-2019 forms will be issued until invoices have been paid in full.

VI. CANCELLATION AND RECONCILIATION POLICY

A. Cancellation Policy:

After Arrival in the United States: There are generally no refunds or credits of any fees made by partner or participant once the participant has arrived in the United States. Any exceptions will be reviewed on a case-by-case basis.

Prior to Arrival in the United States: If you notify AAG of the cancellation or visa denial prior to the program start date listed on the DS-2019 form (if issued), the AAG cancellation policy will be applied according to the chart below, which includes a charge to cover insurance and other costs incurred. All credits for program fees and housing deposits (if applicable) will be issued to the Partner with the Partner as Payee. Please be advised that AAG does not provide cash refunds for program cancellations. Partners may apply credits from cancellations toward future programs.

TIMING OF CANCELLATION/REASON	POLICY
Prior to the receipt of the names of the participants.	All fees paid to AAG will be credited to Partner.
Participant has been offered a training opportunity with an AAG host company but application has not been submitted. (AAG full placement.)	All fees less non-refundable \$250 USD program deposit will be credited to partner.
Participant application has been submitted and participant has been matched to a placement but the DS-2019 form has not been requested.	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less the non-refundable \$250 USD program deposit and \$100 USD administration fee will be credited to partner. Total \$350.
Cancellation for any reason after the DS-2019 has been requested	All program, orientation and housing fees (advance rent and/or deposit paid to AAG) less non-refundable \$250 USD deposit and \$150 USD administration fee. Total \$400 AAG orientation and housing payments (deposit and/or advanced rent) will be fully refunded as long as notification of cancellation is received at least 14 days prior to the participant's start date on the DS-2019. Participants who cancel their program less than 14 days before the latest program start date will be issued no refund of orientation or housing payments unless AAG is able to find a replacement for the participant, in which case a full orientation and housing refund will be issued. Cancellations include participants who are not able to participate due to the delay in successfully securing a visa appointment and/or whose placements cancel due to their inability to arrive by the requested latest start date. Cancellations also include participants who choose to defer program to a later date after application is submitted.

	In the case of a visa denial, Partner must notify AAG of visa denial as soon as possible, no later than 14 days prior to the participant's start date on the DS-2019, for a refund to be considered. Original visa denial letter (provided by Embassy or Consulate) must be provided to AAG.
--	--

B. Reconciliation Policy:

1. Ensure DS-2019 that will not be used due to cancellation or visa denial are reported to Alliance Abroad promptly.
2. A Partner must pay balance of invoice received from AAG in full regardless of pending cancellations. Credit for cancellations must be approved and recorded by AAG prior to the generation of a reconciliation invoice. Cancellations are processed on a billing cycle, which at times results in a delay to the partner's account.
3. Credits can be used for future seasons and/or other AAG programs. (Unless Partner has outstanding unpaid housing invoices, in which case the credit will be applied to those outstanding invoices.)
4. When AAG issues a credit to partner on behalf of a participant, within 60 days of such credit being issued, partner shall issue a refund to the corresponding participant in an amount equal to or greater than such credit. Partner shall issue such refund in the form of payment originally paid by participant.

VII. REPRESENTATION AND WARRANTY.

By signing below, Partner:

- a. Agrees to all of the terms and conditions contained herein and the International Partner Agreement;
- b. Represents and warrants Partner will not engage in, permit the use of, or otherwise cooperate or contract with other third parties (including staffing or employment agencies or subcontractors) for the purpose of recruiting or outsourcing any core programmatic functions covered by the agreement (i.e., placement, screening, selection, and orientation).
- c. Third parties used during the program (i.e.: housing provider, transportation etc.) must be disclosed here:

- d. Represents and warrants that it shall not pay or provide incentives to host employers in the United States to accept program participants for training placements, except and unless the incentives are provided as part of hosting an AAG recruitment fair, and more fully outlined in a Recruitment Fair Contract between AAG and Partner.

Partner: CTI Group Worldwide Services Inc

Signature:	
Print Name	ROBERT UPCHURCH
Title:	CEO
Date:	

Alliance Abroad Group Inc.

Signature:	
By:	Adam Cooper
Title:	President
Date:	

Attachment A

Full Disclosure of Partner Pricing Model

Note: Every fee/cost paid by Program Participants must be disclosed on this form and returned to AAG. Failure to completely and accurately complete and update this form will result in AAG immediately terminating its contract with Partner.

Name of Agency: CTI Group Worldwide Services Inc Date Completed: _____

PARTICIPANTS' COUNTRY OF CITIZENSHIP: SOUTH AFRICA

Program Fees	\$ USD Currency (RETAIL PRICE IN MARKET)
Pre-Placement Option (by Sponsor)	

*Program fee should include full amount participant will pay to partner, which includes all partner fees plus the fees the partner will pay to AAG for the participant's program. (Partner's contracted fee with AAG + Partner mark-up)

Instructions: For each item below, please note what is included in the retail price for your program fees that you have listed above. If the item is included, select "YES," and do not complete anything in the far-right column. If the item is not included but there is a charge for it, select "NO," and list the amount charged in the far-right column. If the item is not required or an option for the participant, choose "N/A," and do not enter anything into the far-right column. If you have additional fees that are not in the item list below, fill them in on the blank lines.

What is included in your Program Fee?				If "NO", list the fee that you charge, if applicable (USD currency)
Administrative Costs	YES	NO	N/A	
Interview/Screening Fee	YES	NO	N/A	
English Eligibility Test	YES	NO	N/A	
Translation of School Documents	YES	NO	N/A	
Health Insurance	YES	NO	N/A	
Flight Costs	YES	NO	N/A	
Expedited Forms/Documentation	YES	NO	N/A	
Expedited Application Review	YES	NO	N/A	
SEVIS Fee	YES	NO	N/A	
Visa Application Fee	YES	NO	N/A	
Non-Refundable Fees	YES	NO	N/A	
Additional Fees (please list)				

**ALLIANCE ABROAD GROUP, INC. INTERNATIONAL PARTNER AGREEMENT
** APPENDIX FOR J-1 INTERN/TRAINEE PROGRAMS YEAR 2026 - ADDENDUM ****

Program Fee Deferred Payment Plan PARTICIPANTS' COUNTRY OF CITIZENSHIP: SOUTH AFRICA

In order to maximize the volume of enrollments in the Intern/Trainee program by Partner, AAG has created a Deferred Payment Plan based on the conditions stated below. Partner understands that, when enrolling Participants in the AAG's Deferred Payment Plan, Partner holds the legal and financial responsibility of its terms.

Deferred Payment Structure:

- A full payment of **\$ 800** is required before the DS-2019 is requested and sent to the participant.
- Participant must pay **\$ 250** to Alliance Abroad Group, Inc. each month, beginning 31 days after the program start date while on program in the USA. Payment should be made via automatic transfer by ACH. Participant may pay the balance in full at any point prior to the final payment due date.
- Full sponsor program fee of **\$ 3,300** is collected by AAG at least a month prior to the end date on the DS-2019 form.

General Conditions:

- The deferred payment plan is only available for 12 to 18 month, full placement programs.
- Partner must collect the Deferred Payment Plan terms and conditions signed by the Participant and upload the signed document to their application before submitting their application to the Alliance Abroad system. AAG cannot invoice program fees without receiving a copy of the signed participant DPP agreement.
- AAG will closely monitor the monthly payments during the Participant's program; if and when a monthly payment is overdue at least 2 weeks, the Participant's program will be at risk. If payment is not made, the program will be ended and the Participant will have one month to pay the full balance due to AAG. Program ending prematurely does not cancel remaining payments; balance in full is still due.
- Partner will be made accountable for collecting such balance from the Participant on behalf of AAG. Should the balance be still unpaid after a month of the program's cancellation date, Partner will be invoiced by AAG for the remaining balance due.

AGREED TO:

EXECUTED this 19th day of February, 2026 :

Partner: **CTI Group Worldwide Services Inc**

ALLIANCE ABROAD GROUP, INC.:

Signature: _____

Signature: _____

Print Name: **ROBERT UPCHURCH**

CEO

Adam Cooper, President