

TFLF INTERNSHIP PROGRAM TERMS & CONDITIONS

- 1.** The Transatlantic Future Leaders Forum (hereinafter “**TFLF**”) organizes internships in (i) Washington D.C., in the offices of Members of US Congress; and (ii) in Westminster, in the Parliament of the United Kingdom.
- 2.** The internships are open to Polish nationals who were born on or after 1.01.1993 and are enrolled as full-time students at a university or college in Poland or abroad.
- 3.** Each internship will take place at a time that is agreed upon by TFLF, the intern and the relevant parliamentary office.
- 4.** The application procedure consists of four stages:
 - I. Online applications** – an application can be submitted solely via the TFLF website (www.transatlanticforum.org) by completing the TFLF application form by 15 March 2019.
 - II. Oral and written exams** – the TFLF recruitment committee will invite selected candidates to attend oral and written exams which will take place in the first half of April 2019 in Warsaw. TFLF does not cover the costs of travel and/or accommodation in Warsaw for the candidates invited for the interviews.
 - III. Allocation of selected candidates to the parliamentary offices** – the TFLF recruitment committee will prepare and share a candidate shortlist with each parliamentary office participating in the TFLF internship program. Each parliamentary office reserves a right to require each candidate put forward by TFLF to provide additional documents and/or undergo additional vetting (e.g. a telephone interview with an office staff member). Each office will then decide whether to accept any candidate as an intern.
 - IV. Signing of an internship agreement** between TFLF and each intern.
- 5.** TFLF will provide financial support for each intern to cover the cost of (i) procuring a US visa (in the case of Washington D.C. interns); (ii) flights to and from Washington D.C./London; and (iii) accommodation in Washington D.C./London; in each case as applicable.
- 6.** Where TFLF is unable to meet all the financial expenditure set out in paragraph 5 above due to budgeting constraints, a portion of these costs will have to be met by the intern personally.
- 7.** TFLF does not require the interns to make any financial contributions toward meeting the cost of the recruitment process or to cover any operational expenditure of TFLF.
- 8.** During their stay in Washington D.C./London, the interns are required to take part in extracurricular meetings organized by TFLF.
- 9.** TFLF cannot be held liable or responsible where a planned internship does not take place due to events beyond its control including, but not limited to, change of circumstances affecting the parliamentary office in question.
- 10.** TFLF reserves a right to amend at all times these Terms & Conditions.