WORK VISA, CONDITIONS AND ASSOCIATED COSTS: HOURLY PAID

I understand that if a work visa is being organized for me by International House that I agree to work for a continuous period of 12 months for International House, Bogotá or to the end of my contract as appropriate.

I understand that I will initially pay for my work visa, id, and any future renewal but at the end of the above period, I will be reimbursed for these costs on the production of receipts and based on satisfactory performance of both teaching hours. (see worked examples below). N.B. Notary, photocopy, photos, blood tests, and other costs fall to the teacher.

I agree, that as an hourly paid teacher, I am not graduateed any hours, but if offered, I will not refuse any hours offered me up to a maximum of 40 hours per month and understand that these could be throughout the day I.E. 4 consecutive evenings and on Saturdays as well as offsite including outside the metropolitan area.

I understand that when I leave the international house, my work visa will be canceled and the authorities informed and that I need to have my "save and peace" signed.

I understand that I'm not allowed to work for another employer without the appropriate permission and paperwork and that it is the responsibility of myself and the other employer to obtain the necessary paperwork to allow International House to process the visa.

I understand that if I work for another employer there is a different agreement to sing with different terms and conditions.

I understand that I will have deducted all outstanding monies owed equivalent to the period of notice if I leave without giving the required period of notice.

I understand that I will have deducted all outstanding monies owed due my contract is terminated under the terms state in the disciplinary procedure.

Worked examples of work visa and id reimbursement.

When you leave IH, we determine the number of hours worked (from your timesheets) since you started and up to when you finish or in the case of work visa renewal, from the renewal date up to when you finish.

If you work more than 400 hours over 12 months, or pro-rata for the number of months worked if over 6 months, then the cost of the work visa and id is reimbursed in the same proportion to the time worked subject to satisfactory performance of both teaching and associated

administrative duties.
Example 1: you paid 1000000 for work visa and id. You worked for 10 months. You are entitled to 10/12 of the cost of the work visa and id against receipts if you have worked more than 6 months and if you have worked more than the required number of minimum hours in this time period. In this case that would mean working 330 or more hours (400/12*10).

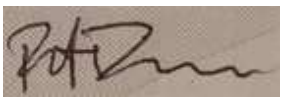
Example 2: you paid 1,000,000 for work visa and id. You worked for 10 months. Your performance has not been satisfactory (all that would have had been detailed and you would have warnings and opportunities to improve). You are not entitled to 10/12 of the cost of the work visa and id.

Example 3: you paid 1,000,000 for work visa and id. You worked for 10 months. You gave 200 hours of class in this period. You are not entitled 10/12 of the cost of the work visa as you haven't taught the required number of hours in the period.

Example 4: you paid 1,000,000 for work visa and id. You worked for 5 months. You are not entitled to 5/12 of the costo f the work visa and cedula as you haven't worked more tan 6 months. The amount of hours taught is not relevant unless it is 400 or more. You would have had to have taught an average of 60 hours each month. In the case of working 400 or more hours in 5 months, you would be reimbursed 5/12 of the costo f the work visa and id against receipts.

Please keep in mind that the deadline to request your visa reimbursement is January 31 following year, after that you won´t be able to request the visa reimbursement

Teacher's name: REBECCA DUNCAN
(Print)

Signature: 

Date: 20 AGOSTO 2024

Admin officer's name: _____
(Print) _____
Signature: _____

Date: _____