



## INTERNSHIP SUPPORT AGREEMENT

This Agreement is entered into on the date it is signed on the signature page by and between:

**The Benelux Chamber of Commerce in Shanghai** (hereinafter referred to as "BenCham"),

AND

**Last Name:**

**First Name:**

**Date of Birth:**

**Passport Number:**

**Mailing Address:**

(hereinafter referred to as the "Intern").

## RECITALS

WHEREAS, BenCham provides a comprehensive Internship Matchmaking Service for Overseas students;

WHEREAS, the Intern wishes to utilize BenCham's services to secure an internship placement in China;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:



## 1. SERVICES PROVIDED

Upon receipt of the Internship Support Fee, BenCham agrees to provide the following services to the Intern:

- 1.1 **Intake Video Conference Call:** An initial consultation via video conference to discuss the Intern's goals, preferences, and expectations regarding the internship between both parties.
- 1.2 **Matchmaking:** Facilitating introductions and interview opportunities with multiple employers/internship placement companies within the BenCham network.
- 1.3 **Airport Pick-Up:** Guidance with airport transportation upon the Intern's arrival in China.
- 1.4 **Onboarding Process:** Assistance with the onboarding process once an internship placement is secured.
- 1.5 **Support in China:** Ongoing support throughout the duration of the internship, including assistance with housing, accommodation registration at the local police station, obtaining a SIM card, and opening a bank account.
- 1.6 **Access to Events:** Providing access to events hosted by BenCham member companies.
- 1.7 **Bootcamp Session:** A comprehensive orientation program designed to support the Intern upon arrival and ensure a smooth transition during their stay in China.
- 1.8 **Registration at ECNU (if applicable):** Candidates shall be informed and guided on how to register for the Intern2China program at ECNU (online) in due time.

## 2. INTERNSHIP SUPPORT FEE

- 2.1 The Internship Support Fee for the services outlined in Section 1 is €350.00.



2.2 The Internship Support Fee is fully refundable if BenCham is unable to facilitate any potential internship intake calls with prospective employers.

2.3 The Internship Support Fee is non-refundable under all other circumstances.

2.4 The Internship Support Fee should be paid at the time of application submission through the following link:  
<https://crm.intern2china.org/open.php>.

2.5 Only applicants who have paid the Internship Support Fee shall be contacted for further steps.

2.6 Applicants shall transfer the Internship Support Fee to the following bank account (please add your full name in the reference when making the transfer):

Account Holder: BenCham China Limited

EUR A/C: 90120-0895-040

Bank: KBC Bank N.V., Hong Kong Branch

Bank Address: 39/F Central Plaza, 18 Harbour Road, Wanchai, Hong Kong

Bank SWIFT Code: KREDHKHX

### **3. PAYMENT DEADLINE TO EAST CHINA NORMAL UNIVERSITY**

3.1 The payment deadline for tuition and fees to East China Normal University (ECNU) is **2 weeks before the start of each program respectively** (if applicable).

3.2 Candidates shall be instructed to make the payment to ECNU after they have signed their Internship Labor Contract with the employer/internship placement company/organization.

### **4. TERMINATION AND REFUNDS**



4.1 This Agreement may be terminated by the Intern in writing at any time. However, the Internship Support Fee will not be refunded except under the conditions stated in Section 2.2.

4.2 BenCham reserves the right to terminate this Agreement if the Intern breaches any terms or conditions outlined herein.

## **5. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the People's Republic of China.

## **6. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes all prior discussions, agreements, or understandings of any kind.

## **7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

7.1 **Confidentiality Obligations:** Both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed during the internship.

## **8. DISPUTE RESOLUTION**

8.1 **Mechanism:** In the event of a dispute, both parties agree to attempt to resolve the matter through mediation. If mediation is unsuccessful, the dispute shall be resolved through arbitration in [specify location].

8.2 **Governing Jurisdiction:** The laws of the People's Republic of China shall govern any disputes arising under this Agreement.

## **9. FORCE MAJEURE**

Neither party shall be held liable for any failure or delay in performance under this Agreement due to causes beyond its reasonable control, including but not limited to natural disasters, pandemics, or governmental actions.

## **10. AMENDMENTS**



**benelux 荷比卢商会**  
chamber of commerce in china

Any amendments to this Agreement must be made in writing and signed by both parties.

## 11. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

### For Benelux Chamber of Commerce in Shanghai

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### For the Intern

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** BenCham shall review your application and shall send this agreement back to the student, bearing a Benelux Chamber of Commerce chop.

