

Ildiko Horvath Au Pair Agency

Székesfehérvár, Nagyszombati út 182., Hungary

Telephone: 0036 306 834 839 Fax: +44 (0) 1438 798403

Email: tibiildi2@gmail.com

Web: <http://www.universalaupairs.com/family/hungarian.html>

Ildiko Horvath Au Pair Agency Terms and Conditions

Ildiko Horvath Au Pair Agency obligations

1. Ildiko Horvath Au Pair Agency will
 - a. hold confidential information relating to au pairs on file. These details will consist as a minimum of
 - i. an application form completed by the au pair;
 - ii. a 'Dear Family' letter;
 - iii. one reference either in English or translated to English;
 - iv. a medical certificate;
 - v. a recent picture;
 - vi. a police check.Where more details are available, such as a further reference, these will also be made available to the Family;
 - b. upon receipt of Family details and a copy of these Terms and Conditions signed by the Family search through the Au Pairs on file and forward details of suitable au pairs to the Family;
 - c. use reasonable endeavours to find a suitable au pair for the Family;
 - d. upon agreement to proceed by the Family and the au pair, forward a draft copy of a 'letter of invitation' to the Family. This will be accompanied by the invoice for the Placement Fee;
 - e. provide advice to and communicate regularly with both the Family and the au pair which the Family wishes to invite until the au pair arrives at the Family;
 - f. be available to give advice to the Family and to the au pair for the term of the placement.

The Family's obligations

2. The Family agrees to
 - a. comply fully with these terms and conditions. Any variation must be agreed by Ildiko Horvath Au Pair Agency and confirmed by us in writing;
 - b. confirm by signing these terms and conditions that all details provided by the family about the family and the placement are truthful, complete, and accurate;
 - c. treat all information about au pairs in the strictest confidence and particularly will not share au pair contact details with any other family or persons who may be seeking an au pair;
 - d. by studying the information provided by Ildiko Horvath Au Pair Agency satisfy themselves that any au pair invited to stay with them is fit and suitable for the placement;
 - e. write a letter of invitation to the au pair, and forward it to Ildiko Horvath Au Pair Agency. The Letter of Invitation will as a minimum include details of:
the names of the family (employer) and the au pair (employee),
the date the au pair will start work,
the amount of pay and how often the au pair will be paid, for example, weekly or monthly,
the hours of work, the main duties and a timetable if possible,
the holiday entitlement, including how many days off the au pair is entitled to and what the holiday pay will be, if any,
how much warning (notice) the au pair entitled to if they are dismissed and how much warning the au pair must give the family if they want to leave the job,
the title of the job,
where the job is based, for example, whether the au pair will have to work in more than one location;
 - f. pay the placement fee immediately upon agreeing to invite an au pair. If payment and the letter of invitation are not received by Ildiko Horvath Au Pair Agency within 3 working days, the au pair may be offered to an alternative Family. Travel arrangements will not be made for the au pair until the letter of invitation and payment have been received;
 - g. keep Ildiko Horvath Au Pair Agency informed as to the nature of any communications between it and introduced au pairs;
 - h. not negotiate with any au pair introduced by Ildiko Horvath Au Pair Agency independently of Ildiko Horvath Au Pair Agency;
 - i. take all reasonable steps to assist the au pair with travel arrangements when the au pair first arrives in the country;
 - j. ensure that the accommodation, living conditions, pocket money, duties, timetable, and any other terms of the placement enjoyed by the au pair are as described by the Family for the duration of the au pair's stay with the Family.

Placement Fees

3. The following placement fees are to be paid to Ildiko Horvath Au Pair Agency by the Family.

Placement Type	Placement Fee	Fee to Universal Au Pairs family members (includes 30% discount)
Summer Au Pair or Short Stay of up to 4 months	£140.00	£98.00
Au Pair Placement	£285.00	£199.50
Au Pair Couple	Double the above fees	Double the above fees

The above fees apply to female au pairs and couples. Single male au pairs are available for just 50% of the above fees.

To obtain the 30% discount you must be a current live family member of Universal Au Pairs with a fully complete family registration form at the time that you issue the letter of invitation to the au pair. Once your au pair has arrived you may unsubscribe from the Universal Au Pairs site and your details will be deleted.

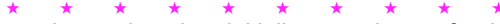
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Where the au pair stays for a longer or shorter time than initially agreed, no refund will be made or additional fee charged.

Ildiko Horvath Au Pair Agency works closely with Universal Au Pairs (www.universalaupairs.com) and has arrangements for Family payments and refunds to be made via Universal Au Pairs in £ Sterling.

If the Family invites an au pair introduced by Ildiko Horvath Au Pair Agency to stay with them, the placement fee is payable in full.

Refunds, Replacements & Notice Period

- 4. If within 21 days of the au pair's date of arrival at the Family, the family gives written notice to the au pair asking the au pair to leave and the Family notifies Ildiko Horvath Au Pair Agency in writing that the au pair is not suitable, then Ildiko Horvath Au Pair Agency will use reasonable endeavours to find a replacement. No further free replacements or refund will be offered once a replacement has been accepted by the Family. If an acceptable replacement cannot be found then Ildiko Horvath Au Pair Agency will refund 75% of the placement fee paid. The refund amount is based upon the amount paid in relation to Ildiko Horvath's fee. No refund will be made in respect of any membership fee paid to Universal Au Pairs. Ildiko Horvath Au Pair Agency will require a copy of the letter from the family giving notice to the au pair in order to process any refund or replacement. Refunds for valid claims will be made via the same method of payment as used to place the order. All refunds are at the discretion of Ildiko Horvath Au Pair Agency. The free replacement or refund offer is not applicable where the placement is a Summer Placement or intended stay of less than 4 months. No refunds or replacements will be offered where the Family has not complied with these terms and conditions or where the Family has offered or imposed different terms or conditions on the au pair to those agreed or promised prior to the placement commencing.

Where an au pair decides not to proceed with the placement before the placement has commenced and after having agreed to come and stay with the Family, then Ildiko Horvath Au Pair Agency will use reasonable endeavours to find a replacement. If an acceptable replacement cannot be found then Ildiko Horvath Au Pair Agency will refund any placement fee paid. Refunds for valid claims will be made via the same method of payment as used to place the order. All refunds are at the discretion of Ildiko Horvath Au Pair Agency.

If at any time during the placement the Family wishes to terminate the arrangement with the au pair, then the Family will give the au pair a minimum two weeks pocket money and two weeks notice in writing and allow the au pair to continue to live with them for the notice period.

Data Protection

- 5. Ildiko Horvath Au Pair Agency takes its responsibilities under the Data Protection Act very seriously. By completing and signing these terms and conditions the Family agrees to allow the sharing of the data provided and other information made available during communication with Ildiko Horvath Au Pair Agency, with prospective au pairs and any other agencies that may assist in the finding of a suitable au pair.

General

- 6. Ildiko Horvath Au Pair Agency will not be liable for any loss or damage suffered by the Family or the au pair howsoever caused.
- 7. These terms and conditions are subject to English Law.
- 8. Signature of the Family:
I confirm that I have read and understood these terms and conditions and agree to be bound by them.

Signature:..... Date:.....

Name (please print):..... Address:.....

Email address:.....

Universal Au Pairs Family Reference Number:

Contact telephone numbers:.....

To return a signed copy of these terms please use one of the methods below:

Scan and email to tibiildi2@gmail.com

Fax to the UK on 01438 798403

Post to Ildiko Horvath, c/o Universal Au Pairs, 18 Whitehorse Lane, Welwyn, Hertfordshire AL6 0HA

