

APPENDIX-4

KAKEHASHI Project Letter of Understanding

In agreeing to participate in *Japan's Friendship Ties Programs, the KAKEHASHI Project*, hereafter referred to as "the Program," I agree and consent to the following;

- I have read and fully understand and accept the Application Guidelines, paying special attention to the Qualifications for Participants, Mandatory Assignments for all Participants, and Terms and Conditions. I have also read and fully understand and accept the Annex 1, Roles of Supervisors/Group Leaders if I have applied to be a supervisor or group leader in the Program.
- I certify that I filled out the Entry Form myself, and that my entries and declarations are true and correct without any omissions.
- I must present a copy of my valid passport. If I do not have an American passport, I must present a copy of my valid American permanent resident card. If I need a visa to enter Japan, I must obtain it myself at the Japanese embassy or consulate closest to my residence.
- I am fully responsible for arranging and paying for travel between my residence and the international airport designated by the Program.
- I am fully responsible for any costs associated with cancellations or changes in travel arrangements that I initiate, except in the case of a medical emergency or other unavoidable circumstances. Such costs may include, but are not limited to, international flights, domestic transportation or accommodations. I understand I must pay the costs immediately upon demand in accordance with the instructions provided by JICE. In the event of cancellation due to a medical emergency or other unavoidable circumstances, cancellation fees may be waived upon presentation of a medical certificate and/or other documentation requested by JICE.
- The Ministry of Foreign Affairs of Japan (MOFA) and Japan International Cooperation Center (JICE) reserve the right to change or alter the itinerary, transportation, accommodation, or any other arrangements without notice or reasons.
- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, are not and will not be held liable for my injury, accident, illness, loss or damage to personal property or other contingencies, which may occur during or in connection with my participation in the Program, and are released from any and all claims, liabilities, actions and causes of action against them, except for their gross negligence or willful misconduct.
- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, will not be held liable for any actions or negligence by any third parties including, but not limited to, commercial airlines, railroads, chartered buses, hotels, and restaurants.
- Costs that are not explicitly included in the Program are my own responsibility. Any and all

costs I incur during or in connection with the Program are my own responsibility including, but not limited to, expenses for medical/dental treatment, replacement of lost passport or personal articles, or other personal expenditures (e.g., long distance calls), except for those covered by the travel insurance provided by JICE. I understand I must immediately pay these expenses myself when necessary.

- I understand I must participate in all scheduled activities in the official program, and that skipping lectures, meetings, visits, homestay programs, meals or any fixed programs is not permitted for any reason, including professional or academic opportunities or obligations, or a personal preference for other activities. I am fully responsible for any costs associated with missing the official program. Such costs may include, but are not limited to, admission fees, prepaid meal costs, domestic transportation or accommodations, or international flights. I understand I must immediately reimburse the organizer for these costs upon demand in accordance with the instructions provided by JICE.
- I must abide by and adhere to Japanese laws and regulations and follow the instructions and rules given by JICE staff or coordinators throughout the Program.
- MOFA and JICE may remove me from the Program at any time for reasons they deem appropriate and necessary, including, but not limited to, my violation of the Terms and Conditions or this Letter of Understanding, or my attitude or behavior. I am fully responsible for the expenses incurred for such removal and I will pay the expenses immediately upon demand in accordance with the instructions provided by JICE.
- I understand nobody, including family or friends, is allowed to accompany me or my group in the Program even if he/she pays the travel cost by himself/herself.
- I fully understand the Mandatory Assignments for all Participants. I will share and spread my experience in the Program after returning to the USA, fill out questionnaires, and report implementation of my action plan. I understand that my name, pictures and videos of me taken during the Program may be used in reports, websites, promotional materials, or meetings, and that I may be contacted for follow-up on the Program by MOFA, JICE, or related parties.

By signing this Letter of Understanding, I agree to participate in the KAKEHASHI Project and certify that I have read and understand and consent to all of the foregoing.

Print Name of Participant

Signature of Participant

Date

Signature of Parent/Guardian
(If the Participant is under 18)

Date