**RUCHI Responsibility:**

1. RUCHI will act on behalf of the volunteer, and apply for placement at the chosen partner organization.
2. RUCHI does not guarantee placement, it can only facilitate in the application process.
3. Placement fee is refundable in case the applicant is not selected in the desired project. (These places are limited and fill up quickly - therefore we suggest to apply as early as it is possible).
4. RUCHI provides a detailed info sheet about the project with the placement confirmation, when the applicant is selected.
5. RUCHI guides the pre-departure orientation and provides continuous online support to the volunteer.
6. If required, RUCHI will supply supporting documents for the visa, such as Confirmation of Placement and Invitation Letter.
7. All disputes are subject to H.P. law and jurisdiction.

**Volunteer’s responsibility:**

1. Selecting the short or long term volunteering project.
2. Booking tickets and arranging the visa. **(Placement fee cannot be refunded in case of visa refusal)**
3. The volunteer will provide all the required documents at his earliest to confirm his placement.
4. Volunteers must be aware of during their volunteering period they are under the law of their hosting organization’s country.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Refundable (On non selection only)** | **Non Refundable** | **Total** |
| Membership fee |  | Rs 1500/- |  |
| Placement fee (Short term, less than 3 weeks) | Rs 5000/- | 6500/- |
| Placement fee (Long term, 1 month and above) | Rs 8000/- | 9500/- |

Bank details for funds remittance:

A/C title (beneficiary): Volunteering India – RUCHI

A/c type: Current account

A/c No: 362001010281652

Bank: Union Bank of India

Address: The Mall, Solan, 173212

              Himachal Pradesh, India

IFSC code: UBIN0536202

Swift Code: UBININBBCHA

I fully and clearly understand the terms and conditions mentioned above.

Date: Name & Signature of volunteer