Aurora Internship Program

Internship Contract

This Internship Contract incorporates Aurora Internship Program Intern Host Terms and Conditions (referred to in this document as the “Terms”). Please read this document and the Terms carefully before signing where indicated. On signing, you agree to be bound by the terms of this Internship Contract and the Terms. Please note that the clause references are a guide only and that any clause should be read in the context of the full set of Terms and this Internship Contract.

Please complete the Aurora Internship Contract prior to the commencement of the internship. If you have any questions or concerns, please contact the Pathways team - Internships at [internships@aurorafoundation.com.au](mailto:internships@aurorafoundation.com.au)

|  | Most applicable clauses from the Terms | Details |
| --- | --- | --- |
| **Aurora, us, we or our:** | **1.1** | **Aurora Education Foundation Limited**  ABN 28 158 391 363  Addresses: 100 Botany Road, Alexandria, NSW 2015 & 2 Park Road, Crawley WA 6009  Notices to be sent to: Ashanti Fogden, internships@aurorafoundation.com.au  (02) 9310 8412, 100 Botany Road, Alexandria, NSW 2015 |
| **Intern Host, you or your:** | **1.1** | **[*INSERT FULL LEGAL ENTITY NAME OF THE INTERN HOST*]**  ABN: [*insert ABN details*]  Address: [*insert address details*]  Notices to be sent to: [*insert Supervisor and point of contact, email, phone, if applicable*] |
| **Intern contact details** | **15** | [*Insert name and contact details of the Intern – name, email, phone)* |
| **Contractual details:**  **Terms Apply** | **2.1** | The Terms apply to and are part of this Internship Contract.  Capitalised terms used in the Terms have the same meaning within this Internship Plan. |
|  |  | I agree to the expectations and obligations as laid our in the ‘Handbook for Hosts’. Yes/ No (please highlight) |
| **Internship start date and completion** | **2.2, 2.3, 11, 12 and 13** | This Internship Contract starts [*on the date this Internship Contract is signed by both parties*].  The Internship to which this Internship Contract relates starts on [*insert date*] and will be completed by [*insert date*] unless extended or terminated earlier under clauses 12 and 13 of the Terms. |
| **Internship duties and hours** | **3.1, 3.4, 6, 10** | The intern will work X days per week equalling approximately XX hours to be performed within the usual working hours of the Intern Host. The number of hours worked may change from time to time as agreed between the Intern Host, Aurora and the intern. |
| **Administration Fee** | **5.3** | [***Add administration fee below.***]  The administration fee is $XXX + GST for 1 intern per round, plus $XXX + GST for each additional Intern per round  OR  There is no administration fee under this Internship Contract. |
| **Special conditions** | **2.4** | *[Insert any special conditions relevant to this Internship not already covered above, including whether any flights or accommodation will be provided for the Intern by the Intern Host.]* |

**Executed as an agreement.**

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| --- | --- | --- | --- | --- |
| Signed by an authorised signatory for **Aurora Education Foundation Limited:**  INSERT | | | |  |
| Signature of Relationship Manager  A picture containing text  Description automatically generated |  |  |
| Name of Relationship Manager (print)  Ashanti Fogden |  |
| Date |  |

|  |  |
| --- | --- |
| Signed by an authorised signatory for INSERT FULL LEGAL ENTITY NAME OF THE INTERN HOST  INSERT | |
| Signature of Relationship Manager  INSERT |
| Name of Relationship Manager (print)  INSERT |
| Date |