



## **Work Exchange (WEX) Commitment and Cancellation Policy**

Awake's Work Exchange (WEX) Program is a foundational way to enjoy our community lifestyle while covering a large portion of the cost of staying here. This is where you can feel what it's like to live in our thriving community and retreat center, while learning or enhancing important skills.

You may be placed in one or more departments to work during your commitment: Event Production, Gourmet Vegan Kitchen, Marketing & Media, Community Organization & Development, Guest Care & Accommodations, Gardening & Land Stewardship, Teaching Spanish, or others. While we consider your preferences, you will be placed where Awake determines your service is most needed.

### **The Commitment:**

- 20 hours of work each week (comes out to 2.86 hours per day)
- Minimum 30 days
- Payment of \$25 USD per day
- Inclusion of shared accommodation
- Inclusion of \$25/day credit for meals in our cafe (with a \$175 allowance each week, Monday-Sunday). Credit is non-transferable and non-refundable and resets at the end of each week.
- You are highly encouraged to join 5 am or 5 pm Silent Sitting a minimum 3 times per week
- Work Exchangers have our weekly village programming including yoga, meditation, authentic relating, and dance church
- They also receive discounts on other events or workshops at Awake
- Plastic-free WEX kitchen. Your personal food items will be stored only in Tupperware, jars and paper bags.
- Leave no trace. When you leave, your bunk or camping and kitchen areas are free of physical objects or damage.
- WEX security deposit of \$150, which we will refund after we see that you followed this commitment in full.
- In case you choose not to follow your commitment in full, you'll not have your deposit back. See below.

When you are accepted into the Work Exchange Program, we ask for a deposit to hold your space.

You will pay 50% of your first 30 days ( $\$25 \times 30 \text{ days} = \$750$  divided by 2 =  $\$375$ ) plus a  $\$150$  security deposit for a total of  $\$525$ . This  $\$525$  is considered your “deposit” as it relates to the Cancellation Policy terms below.

Your remaining  $\$375$  balance is due anytime before your scheduled arrival day. After the first two weeks, you and Awake will mutually decide on commitments beyond the first 30 days. If an extension is agreed upon, prompt payment of  $\$25/\text{day}$  for the extension period is requested.

If we see that you have fulfilled your commitment in full, you will receive the  $\$150$  security deposit back on the payment method from which you paid within 5-10 business days after your check out.

Any agreed hours not worked will be deducted from the security deposit at  $\$10$  USD per hour. There will be a  $\$50$  USD cleaning fee if you leave any trace (physical objects) in your bunk, camping, or kitchen area. If you are responsible for any physical damage at Awake outside of normal wear and tear, that will be deducted from your security deposit, as well.

## **The Cancellation Policy:**

If you cancel your participation in the WEX program after making your deposit of  $\$525$  to hold your spot:

1. More than 60 days before your start date: a 25% cancellation fee will be held from your deposit. The remaining amount of your deposit (minus the cancellation fee) will be refunded to the payment method from which you paid.
2. Within 31 – 60 days before your start date: a 40% cancellation fee will be held from your deposit. The remaining amount of your deposit (minus the cancellation fee) will be refunded to the payment method from which you paid.
3. Within 15 – 30 days before your start date: a 60% cancellation fee will be held from your deposit. The remaining amount of your deposit (minus the cancellation fee) will be refunded to the payment method from which you paid.
4. Within the 14 days before your start date, after you join the program, and/or if you decide to leave earlier than the agreed commitment: There is no deposit nor daily cost refund and no credit given.