

# INTERNATIONAL EXCHANGE POLICY



## AIMS OF THE PROGRAM

A student's primary intention for participation in the program and focus during the program should be the cultural-exchange experience.

## SELECTION PROCESS

The process can be competitive as we often receive more solicitations than we have places available. The number of places offered for an exchange is decided upon by the partner schools.

If the number of students interested in participating in an exchange exceeds the established quota, the following will be applied to select participants:

1<sup>st</sup> criterion- Academic commitment (based on their GPA and tutor's remarks)

2<sup>nd</sup> criterion- Behaviour towards classmates and teachers.

If we are not able to provide a student with his or her first choice, we look at the student's alternate choices in order of preference.

A student who is on academic or disciplinary probation may not be permitted to participate during the period the sanction is in effect.

If a selected student withdraws from an exchange, his/her seat will be offered to the first alternate. If the first alternate declines the offer, the seat is offered to the second alternate and so on.

This selection process has been put in place to ensure fairness to all students when applying to an exchange.

## PLACEMENT WITH FAMILIES

According to the school's mission and vision, students must accept placement with a family of any race, religion or cultural background, live as a member of their host family, respect host family's rules and customs and accept the responsibilities given to them.

It is mandatory for students who participate in an exchange to host their partner when they visit Hamelin-Laie. If, by medical emergency or family situation, the family cannot host on the date of their partner's visit, they will be asked to host another student if the school finds itself in need of families.

## BEHAVIOUR

Students traveling abroad remain under the rules and regulations found in the Code of Conduct and in the Student Handbook. They are also under the jurisdiction of the codes of conduct of the partner school.

Students are expected to participate fully in the program as dictated by Hamelin-Laie and the partner school's coordinator. The school's chaperones are responsible for students while they are traveling, and as such, are the ones who have final say when a decision must be made. This includes the activities that are carried out on school grounds as well as free time. Free time is used to explore under the supervision of teachers. Any modification to the established program will have to be agreed upon with the responsible chaperone.

Participants are expected to dress appropriately during the exchange as they are representatives of Hamelin-Laie and their families. Students must refrain from obscene, indecent, violent, or disorderly conduct while on the program. Students shall also refrain from perpetrating any form of sexual harassment, or engaging in any self-endangering behaviours. Dating and or any intimate activity is not allowed. The consumption of alcohol or any other harmful substance counts as serious misconduct and will result in the student being sent home.

Any material that a student publishes on the Internet (such as on social networking sites or blogs) that violates program rules will be grounds for student to be sent home early.

Should there be a problem of disobedience or serious misconduct from any of the students, the chaperone will inform the family and proceed to send that student home immediately.

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**Students who break any of the rules will be sent home at their parents' expense and subsequent loss of the exchange payment.** It will be taken as a serious offence and the Director General will determine disciplinary action upon their return to school.

## CANCELLATION BY STUDENT OR FAMILY

In the unfortunate event that your child chooses to return home early, before the exchange officially ends, the student and their parents must be of the full understanding that they will subsequently lose the exchange payment.

## CANCELLATION OF TRIP

Programs are subject to cancellation in case of unforeseen international events that could substantially inhibit operations at the host school or that could seriously compromise students' safety. A refund may be issued; the amount will be at the discretion of Hamelin-Laié.

## MEDICAL INSURANCE

Our exchange groups always travel with medical and travel insurance. When traveling in the EU, we recommend that students also travel with the European Health Card. If traveling to the USA or China, we suggest families contact their personal insurance company to ensure that their child is covered while abroad. Parents need to be aware that, although the school will provide travel insurance, any medical treatment that should require specialized care or surgery that exceeds the school's insurance medical coverage will have to be borne by the student's family.

## AUTHORISATION TO TRAVEL ABROAD

Airports or airline clerks can carry out inspections of travel documents in order to ensure that minors have the correct authorisation to travel without their parents or their legal guardian. For this reason, if a minor has to travel alone or accompanied by third parties, the following documents must be presented to the **Mossos d'Esquadra**: A declaration of the travel permission by the parents or legal guardians, passport or DNI of the student and parents, and the Family book or equivalent certificate issued by the civil registry proving affiliation and country of origin.

We require all students traveling to have this authorisation. For more information click on the link [Autoritzacio de menors](#)

**I have read and accept the International Exchange Policy.**

Parents' signatures:

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Date:

Student's signature:

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Date: