

EUROPEAN SCHOOL NETWORK

APPLICATION FOR STUDENT EXCHANGE

What is ESN?

In 2006 a group of seven Finnish high schools outlined a proposition in which their friendship schools, i.e. foreign schools with which they had shared projects and exchanges, would form a multilateral exchange network. Within this network the students can change schools for a period of 1 to 8 weeks and they sign a mutual agreement to accommodate each other in their homes during the exchange periods. European School Network schools are carefully selected institutions whose headmasters and international coordinators know each other personally. Personal relationships between the schools guarantee that all exchange students are well taken care of by the school coordinators. All the schools are listed on www.esnetwork.eu.

Studying in a foreign school and staying in a host family for even a short period of time improves a student's social skills and intercultural communication skills and boosts their independence. Above all, it is an experience that definitely changes their world view and gives them a totally new perspective on life. It is an amazing opportunity to see what people's everyday lives are like in another culture. Friendships that have their roots in such circumstances last for a lifetime.

How do I apply for ESN exchange?

If you are interested in an exchange experience, contact the ESN coordinator of your school. The coordinator then decides – together with student counselors, teachers and the principal – whether you are allowed to apply for ESN exchange or not. The decision is based on your grades and general behavior. If you are approved, the coordinator gives you this application form. You are to read it carefully and discuss it with your family. If your family decides to commit to the rules and principles of this document, you all sign it and return it to the coordinator. You are then given a password for the ESN Exchange Bank and you can log in and start searching for a suitable exchange partner. (Note that **the password is personal** and must not be given to anyone else.) This procedure ensures that each student listed in the Exchange Bank as well as their families have signed this application and thus agreed to observe the same rules and principles.

IMPORTANT! READ THE FOLLOWING RULES CAREFULLY BEFORE YOU SIGN THE APPLICATION!

1. Travel confirmation and cancellations

The exchange student agrees not to purchase any travel tickets before the exchange partner (the host family) has clearly stated that they are indeed willing and able to host the exchange student during the period agreed upon. If the host family cancels their participation after the student has purchased the tickets, the host family agrees to pay the price of the tickets to the exchange student or to find another host family who must also sign this application. A cancellation insurance is highly recommended.

2. Departure and arrival

The exchange student's school provides as much assistance as possible regarding the student's departure if requested by the parents and/or the student.

The host family collects the student from the airport / station as agreed between the parties in advance.

3. Expenses

The host family covers all the costs of accommodation and meals.

The exchange student pays for his/her transportation to the city of the host family, any transportation expenses during the stay and any personal expenses unless agreed otherwise.

4. Health insurance

The exchange student is required to carry adequate health insurance (European Health Insurance Card in EU countries) and to provide proof to the host school / host family that their insurance will cover all health care expenses during the exchange. The host family or the host school is not responsible for covering the exchange student's health care expenses. In case the host family or the host school has to lend money to cover for any health care expenses, the exchange student's family will pay them back within one month.

5. Host school coordinator

The host school coordinator assists the exchange student at school by organizing their school schedule and by providing any help necessary. The host school coordinator is responsible for informing the exchange student on the school rules. They also monitor the exchange student's behaviour and contact the student's home school and/or parents in case of inappropriate behaviour. In the absence of the host school coordinator a reference teacher will assume their duties.

6. Parents' consent for excursions

The exchange student's parents/guardians give their consent for the student to take part in all school excursions and trips as well as trips organized by the host family.

7. Evaluation reports

The exchange student is obliged to fill in the evaluation report during the exchange period. The report must be handed to the home school coordinator within two weeks after returning to the home country. The student agrees that the report will be published on the ESN website.

The host school coordinator sends their report on the exchange to the sending school coordinator at the earliest time possible.

8. Exchange student's commitments

All exchange students agree to host their exchange partners in return or to find another suitable host family for them. All exchange students are governed by the same regulations and behavior standards that pertain to other students in the host school and in the host country.

The student is obliged to follow the rules set forth below.

At school:

- attend classes and respect the school rules
- do what you are asked to do by the host school staff
- be polite – show respect to the staff and other students
- you must give brief presentations on your home country
- in case of questions/problems contact the host school coordinator and/or your home school coordinator

In the host family:

- respect customs of the country
- respect the rules of the host family
- take active part in the family life (household chores etc.)
- do not drive/ride any motor vehicle
- do not engage in any activities hazardous to your health (extreme sports etc.)
- do not intake alcohol, drugs or any other illegal substances
- do not go on trips of your own without the host family

9. The host family’s commitments and responsibilities

The host family agrees to provide the exchange student with a secure home environment and sufficient meals during the exchange period. They also agree to offer opportunities for the exchange student to be involved in the local culture and traditions. The host parents are to treat the exchange student exactly as they wish their son or daughter would be treated in a foreign host family. In case hosting the exchange student turns out unexpectedly problematic (e.g. inappropriate behavior), the host family must immediately call the host school coordinator who then contacts the sending school coordinator.

10. Terminating the exchange

Contracting parties have the option of terminating the exchange period, should the student violate the regulations of this application, or be found by a competent authority to have violated the laws of the host country. In such case the student is sent back to their home country at the earliest time possible, regardless of any extra expenses which are covered by the student and/or their guardians.

Signatures

I have read this document carefully and I hereby agree to observe the rules and principles stated in it.

tel. _____

The exchange student’s signature, print name and mobile phone number

We have read this document carefully and we hereby agree to observe the rules and principles stated in it. We hereby give our consent for the aforementioned student to participate in ESN exchange during the school year _____ - _____.

tel. _____ tel. _____

The parents’/guardians’ signatures, print names and mobile phone numbers