

## **Guidelines, Conditions & Rules for SHORT TERM Students**

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*As a Youth Exchange student sponsored by Rotary District 7390, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense.*

### **GENERAL INFORMATION**

#### **AGE**

You must be in high school at the time of application, and should be in the age range of 15 to 18 ½ when you will be leaving the country.

#### **EXCHANGE TERM**

This is a 3-6 week summer Exchange.

#### **COSTS**

You and/or your parents are financially responsible for:

1. All necessary documents (passport, visa, translation fees, etc.)
2. **Round trip transportation** is mandatory and you can select an airline of your choice.
3. Health insurance and Personal Liability Coverage **MUST** be purchased through CISI/Bolduc Cultural Insurance (whichever timeframe is applicable).
4. All appropriate clothing, toiletries, and other personal items
5. Reasonable spending money.
6. Costs of any trips, activities, and events in which you participate
7. Any required "emergency fund"
8. All phone/computer/internet charges
9. ESSEX and Rotary District fees.

#### **ORIENTATION**

Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at this meeting is **MANDATORY** for students. Attendance at certain specified meetings is **MANDATORY** for parents. Questions and/or problems relating to this program may be directed to the sponsoring District Rotary Youth Exchange Chair or the District Short Term Chair at any time.

#### **TRAVEL ARRANGEMENTS**

1. **Round trip transportation** is mandatory and you can select an airline of your choice. Among your selections is the ESSEX approved travel agency, Tzell Park Avenue Travel Agency used by District 7390 for the year-long outbound exchange program. If travel arrangements are made through any other agency or individual, it is required that the itinerary **MUST BE PROVIDED** to the ESSEX Short Term Chair, CISI-Bolduc and District 7390 Executive Secretary, Melissa Bruck, at least 30 days prior to departure.
2. ESSEX Country Contact will notify you of your country placement by ESSEX. Upon hearing from or contacting your match, you should start making plans. If you do use Tzell Park Avenue

Travel you must complete their registration forms and return them with the necessary fee to Tzell Park Avenue Travel Agency in the time specified.

3. Discuss and agree upon a mutually convenient arrival date and destination airport with your host family, host Rotary District, and Tzell Park Avenue Travel Agency (if engaged once the Guarantee Form is received).
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and host family know the date, time, airline, and flight number of your arrival so someone will be at the airport when you arrive.

### **INSURANCE**

All Short-Term Exchange students from ESSEX are required to purchase the Short-Term "Plan B" Accident & Sickness Insurance Policy and Personal Liability Coverage through CISI/Bolduc Cultural Insurance. **This insurance is mandatory and MUST be purchased prior to departure.**

### **PORNOGRAPHY**

No pornography is permitted.

### **MEDICAL**

If anything occurs that would have changed any answer on the medical or dental form, this change **MUST** be reported to your district chair within 10 days of the occurrence.

## **DURING THE SHORT TERM EXCHANGE**

### **ROLE AS AN AMBASSADOR**

You are expected to do your best to maintain a positive attitude throughout the exchange, and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host family and friends.

**\*\* These rules are an Addendum to Rotary International Short-Term Application Rules and Guidelines.**

### **GUIDELINES & CONDITIONS**

All other ESSEX and sponsoring and hosting Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules must also be fully complied with.

**We have read, understand and agree to the above Guidelines, Conditions and Rules for Short-Term Exchange Students, and will abide by them.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Signatures \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

***Sign and keep one copy and return one copy of these rules to your sponsoring District Rotary Youth Exchange Chair***