

STUDENT EXCHANGE APPLICATION FORM

PHOTO

To: _____
Name of School

From: _____
Name of student

Student's school: Herlufsholm Skole Date of application: _____

All the following must be completed to ensure your application can be considered

SECTION A (Application should be printed with black pen for ease of photocopy and fax.)

NAME: _____ DATE OF BIRTH: _____

COUNTRY OF BIRTH: _____ CITY OF BIRTH: _____

PASSPORT No: _____ PASSPORT EXPIRY DATE: _____

NATIONALITY: _____ WHAT GRADE ARE YOU IN/gymnasium: _____

HOME ADDRESS: _____

PHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

FATHER'S NAME: _____

OCCUPATION: _____ TEL (Work) _____ FAX _____

HOME ADDRESS _____

(if different to student) _____

TEL (Home) _____

EMAIL ADDRESS: _____ MOBILE _____

MOTHER'S NAME: _____

OCCUPATION: _____ TEL (Work) _____ FAX _____

HOME ADDRESS _____

(if different to student) _____

TEL (Home) _____

EMAIL ADDRESS: _____ MOBILE _____

LANGUAGES SPOKEN AT HOME: _____

RELIGION: (optional) Do you practice a religion whose observances or diets need to be considered?

Please explain: _____

PROPOSED LENGTH OF EXCHANGE: (8 weeks is norm for gymnasium) _____

SECTION B

SCHOOL SUBJECTS AND RESULTS

SCHOOL SUBJECTS Studied in Yr 9/Folkeskolen	Years/Semesters studied	RESULTS Year_____	RESULTS Latest_____

- Please consult your teachers and give all results as letter grades A (12) B (10) C (7) D (4 and 2) :

PROFICIENCY OF LANGUAGE: (for the country you are considering, what proficiency have you?)

NONE BASIC FLUENT (circle the appropriate level)

RELEVANT ACADEMIC ACHIEVEMENTS: _____

COMMUNITY SERVICE ACTIVITIES AND INTERESTS: _____

MAIN OUT OF SCHOOL ACTIVITIES AND INTERESTS _____

OFFICES HELD AT SCHOOL: _____

TRAVEL ABROAD (place, length of travel or stay, year): _____

SECTION C

YOUR REASONS FOR APPLYING FOR EXCHANGE: (use a separate sheet if you do not have enough space below)

Student's signature: _____

SECTION D

TUTOR'S REPORT / IF YOU HAVE BEEN AT THE SCHOOL LAST YEAR ONLY

– Name of Tutor/Advisor (please print)_____

My rating of the candidate on the following scale is: (please circle the appropriate response)

	<u>OUTSTANDING</u>		<u>GOOD</u>		<u>AVERAGE</u>
Ability to mix well with people	5	4	3	2	1
Application to study	5	4	3	2	1
Personality	5	4	3	2	1
Personality maturity	5	4	3	2	1
Willingness to be involved in co-curricular activities	5	4	3	2	1

TUTOR'S COMMENTS: _____

Tutor, please advise on the accuracy of results given by the applicant in SECTION B _____

TUTOR'S SIGNATURE _____ DATE _____

SECTION D (continued)

PARENTS (GUARDIAN)

I APPROVE OF MY son / daughter _____ APPLYING FOR EXCHANGE AND
UNDERTAKE TO BE FINANCIALLY LIABLE FOR ALL TRAVELLING COSTS AND INCIDENTAL EXPENSES
INCURRED DURING THIS EXCHANGE.

SIGNATURE _____

(PRINT NAME OF SIGNATURE) _____ DATE: _____

RELATIONSHIP TO APPLICANT (Mother, father, guardian, etc...) _____

This is a standard form for Round Square Schools

SAFETY:

All possible care is taken of each pupil's safety, health and general welfare. Safety regulations are applied in all the activities. The host School wishes to encourage a spirit of adventure and independence. Consequently, there is bound to remain a residual risk of personal accident and the School cannot acknowledge liability for accident or injury to a pupil.

Parents are asked to sign **EITHER** Form 'A' or 'B' below, which the Head-teacher will take to be acceptance by the parent of non-liability of the School.

FORM 'A'

To: The Coordinator of Exchange,

Name of School: _____

Address: _____

Permission is given for _____ to receive training and take part in the full adventure activities of the School, school sports and co-curricular activities.

I declare that he/she shall be allowed to travel in any school vehicles and in vehicles which may be the property of staff or employees of the school or in public transport.

Signed: _____ Date: _____

Pupil's Name: _____
(BLOCK LETTERS PLEASE)

OR

FORM 'B'

To: The Coordinator of Exchange,

Name of School: _____

Address: _____

Name of student _____ is to be excluded from taking part in _____

(please specify here the activity or activities from which he/she is to be excluded)

I declare that he/she shall be allowed to take part in those other activities listed in form 'A' and I further declare that he/she shall be allowed to travel in any school vehicles and vehicles which may be the property of staff or employees of the school.

Signed: _____ Date: _____

Pupil's Name: _____
(BLOCK LETTERS PLEASE)

RULES FOR EXCHANGES

Below are a few things that you need to consider carefully and understand.

While on exchange you are acting as an ambassador of Denmark and more specifically Herlufsholm Skole. This is a position not to be taken lightly, as your time with the host school obviously leaves a deep and lasting impression and one that will affect future exchange prospects with that institution. To help you with this, read and understand the following points and why they are in place

- A. The student must abide by the regulations of the particular school concerned.
 - B. You must act positively as a member of the school and boarding house or host family and fulfill responsibilities and perform duties appropriate to your age.
 - C. While visiting the host country, you must abide by its laws.
 - D. You may be permitted to travel only when you are accompanied by a staff member, host parents or when participating in an organised trip. At any other time it is with the express permission of the Host Houseparent/Headteacher of the Host School.
 - E. You will keep a journal while on exchange and be prepared to give a written report of your exchange for publication in your host school's magazine/journal. You will make a presentation to a school assembly.
- * Engaging in any of the following acts during the period of the exchange jeopardizes the continuation of the exchange and may cause the host school to return you to your school.

These acts include the following:

- 1) driving a motorcycle or motor vehicle without express permission
- 2) absenteeism from school without proper reasons
- 3) possession or use of a narcotic drug
- 4) disobeying school rules regarding alcoholic beverages and smoking
- 5) disobeying other published rules and regulations of the host school

I agree that I understand the information above.

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____
(for students under 18 years)

MEDICAL HEALTH FORMS

Each Round Square School has its own Health and Medical requirements. Once an application is accepted by a school for an exchange, that school will send its Health and Medical form to the applicant.

PARENTAL AUTHORIZATION FOR STUDENTS UNDER 18 YEARS OLD
STUDENTS 18 YEARS OR OLDER MAY circle and SIGN BELOW FOR THEMSELVES

Please circle your choice and use block writing for name

1. I give / do not give permission for _____ to travel unaccompanied by an adult in your country.

Signed: _____ Date: _____

2. I give / do not give permission for _____ to stay with other students from your school as long as the Houseparent/Head teacher has given permission.

Signed: _____ Date: _____

3. I give / do not give permission for _____ to travel in any vehicle driven by a licensed driver (not a staff member or employee of the school) while in your country.

Signed: _____ Date: _____

Parent / Guardian name: _____

Signature: _____ Date: _____

Signed: _____

Student's name: (please print) _____

School of origin: _____

Date: _____

Please return this form to Marianne Ring, exchange coordinator, Herlufsholm Skole



Udvekslingskontrakt

Det at komme på udveksling er på alle måder en uforglemmelig oplevelse, som vil være med til at udvikle dig og vise dig mere om, hvad du indeholder som menneske foruden at give dig et indblik i en anden kultur og skolesystem. For at det hele skal forløbe så smidigt som muligt for alle parter, er der en række forhold, du og dine forældre skal være opmærksomme på, inden du søger.

Når du har fået tilkendegivelse om at vi vil forsøge at etablere en udveksling til dig, kan det være en god ide at kigge forbi Marianne Ring i fritidskontoret eller Ann Hansen på Round Square kontoret løbende (et par gange om ugen) for at holde dig orienteret om udviklingen.

Når kontakten er etableret via velkomstbrevet, gælder det om at skabe en god korrespondance de to familier imellem. Det er en del af udviklingsprocessen og bidrager til en vellykket udveksling. Så find hinanden på mail, Facebook eller andre medier hurtigst muligt.

Det kan være en god ide at udskrive alt information og samle i en mappe samt notere spørgsmål ned, som de opstår. Det kan dreje sig om alt fra lommepenge, sengetider, tøjvask mm. Round Square kontoret har desuden en liste med spørgsmål til inspiration, som kan rekvireres. Sørg for at tage en skype-samtale eller skriv med udvekslingspartneren før udvekslingen for at få afklaret de spørgsmål, der evt. måtte være.

At indgå i en udveksling er en forpligtelse i forhold til en anden skole og familie. Hvis man i forløbet imod forventning skifter mening og ikke vil udveksles alligevel, får det en række konsekvenser for de andre involverede parter. Det er ikke sjovt pludselig at stå uden en værtsfamilie så derfor forventer vi at når du har søgt en udveksling og vi har fundet en udvekslingspartner til dig, at du vedstår dit tilbud om at være vært for en anden elev. Så tænk på udvekslingen som en fantastisk mulighed, men også som en forpligtelse og et ansvar.

Når du er ude:

Rejseomkostninger, et eventuelt depositum, lommepenge samt forsikringer, betaler du selv. Derudover er opholdet omkostningsfrit. Enkelte skoler tilbyder deltagelse i camps eller andre ture, det vil komme ud over, såfremt du vælger at takke ja hertil. Hvis omkostninger er et vigtigt parameter, så tal med Ann Hansen om det, når du søger, da de endelige omkostninger kan variere meget. De endelige datoer skal godkendes af Ann Hansen og den udvekslingsansvarlige på den anden skole. Når det er sket, har I ansvaret for at købe billetter, sørge for visum, forsikring, eventuelle vaccinationer og udfyldelse af papirer fra udvekslingsskolen. Vi står for det rent formelle arbejde med at etablere den indledende kontakt og sikre kommunikationen og vil gerne være behjælpelige ved eventuelle tvivlsspørgsmål. Overordnet forventes det dog, at I selv tager jer af alt det praktiske.

Du skal følge undervisningen på udvekslingsskolen, og derfor føres du ikke fraværende under opholdet. Det fritager dig dog ikke for ansvar for at sætte dig ind i pensum, inden faget afsluttes. Det forventes desuden, at du vælger to fag, som du følger med i under udlandsopholdet. Det indebærer at du har bøgerne til faget med og at du overholder afleveringsdatoer for opgaver mm. De andre fag kan du indhente efter behov efter hjemkomst. Vores statistik over karakterudvikling efter et udvekslingsforhold giver ingen anledninger til bekymring på den front.

Du skal være tilmeldt Herlufsholm skole i hele udvekslingsperioden. Skolepenge betales derfor stadig til Herlufsholm og ikke til udvekslingsskolen. Nogle udvekslingsskoler kræver dog et depositum, som kan dække særlige aktiviteter, man deltager i under opholdet.

Medbring gerne en lille gave til værtsfamilien og til udvekslingskoordinatoren på den modtagende skole.

Vær åben og imødekommende over for de mennesker og den kultur, du møder. Grib alle muligheder.

Deltag aktivt og engageret i alle aktiviteter – det er et godt råd at tilmelde dig mange fritidsaktiviteter på skolen.

Husk at du repræsenterer Herlufsholm. Klæd dig derfor under hensynstagen til den lokale dresscode og vær generelt velsoigneret og velklædt. Læs gerne vores hæfte til studieture, de samme retningslinier gælder for din udveksling.

Vi anbefaler, at kontakten til familie og venner i Danmark begrænses for at minimere hjemve. Fordyb dig i stedet i det lokale liv; på den måde får du så meget som muligt ud af opholdet.

Når du kommer hjem

Brug noget tid på at reflektere over dine oplevelser: Hvad har du lært? Hvordan har du udviklet dig? Sørg også for at dele dine oplevelser – fx en artikel til Kontakt, et oplæg ved en morgensamling eller et billede til vores Instagram eller Facebookside.

Når du er vært

Du og din familie skal være indstillet på at være værter for den udvekslingselev, der kommer til Herlufsholm.

Det indbefatter afhentning og aflevering i lufthavnen, for kostelever gælder det at have eleven boende i rejseweekender og evt. ferier, støtte til at komme til og fra skolen, og det er værd at bemærke at dagelever vil som udgangspunkt have eleven boende hjemme hos sig under hele udvekslingen.

Det kan være en spændende kulturel oplevelse at deltage i familiearrangementer og fester som fx konfirmationer og fødselsdage, og det forventes at man inkluderer eleven i den slags oplevelser. Samtidig er der også en stor glæde ved at vise vores danske kultur og traditioner til et ungt menneske med en anden baggrund. Vis gerne eleven lidt af Danmark. Mange af vores udvekslingselever kommer langvejsfra, og får sandsynligvis ikke mulighed for at se Danmark igen.

Tænk på, hvordan I gerne vil have at jeres søn/datter bliver modtaget af sin værtsfamilie; det er et godt pejlemærke, for hvordan I giver udvekslingselev et godt ophold.

Hvis du er så heldig at blive valgt til en udveksling er ovenstående betingelserne, du vælger at sige ja til.

Jeg bekræfter hermed at have læst og er indforstået med ovennævnte

Elev underskrift

Forælder underskrift

Dato