

## **Guidelines, Conditions & Rules for *OUTBOUND* Students**

*These rules are an Addendum to Rotary International Long-Term Application Rules & Guidelines*

*As a Youth Exchange student sponsored by a Rotary club and/or district, 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. Please note that districts may add an addendum to this document if needed to account for local conditions.*

### **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 1/2 when you will be leaving the country.

**EXCHANGE YEAR** -- This is a school year program. School years vary from country to country.

**SCHOOL CREDIT** -- You must not expect to receive a diploma, placement in a certain grade level, or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring course credits will depend on the policies of your home high school and the foreign high school you will be attending.

**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 **MUST** be obtained through the official ESSEX approved travel agency.
- (3) Health insurance and Personal Liability Coverage **MUST** be purchased through CISI/Bolduc Cultural Insurance.
- (4) Any necessary or required language training or camps (required in some countries),
- (5) All appropriate clothing, toiletries, and other personal items,
- (6) Reasonable spending money,
- (7) Costs of any trips, activities, and events in which you participate,
- (8) Any required "emergency fund,"
- (9) All phone/computer/internet charges,
- (10) Outbound District Fees

**ORIENTATION** -- Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at these meetings 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 at any time.

### **TRAVEL ARRANGEMENTS –**

1. For USA students, all travel arrangements to your host country **MUST** be made through the official ESSEX approved travel agency, Tzell Travel Agency. **No exceptions.**
2. Tzell Travel Agency will contact you after notification of your country placement by ESSEX. You must complete the registration forms and return them with the necessary fee to Tzell Travel Agency in the time specified.
3. Discuss and agree upon a mutually convenient arrival date and destination airport with your first host family, host Rotary District, and Tzell Travel Agency once the Guarantee Form is received.
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and first host family know the date, time, airline, and flight number of your arrival so that there will be someone to meet you at the airport when you arrive.

**INSURANCE** -- All outbound exchange students from ESSEX are required to purchase the "Plan B" Accident & Sickness Insurance Policy and Personal Liability Coverage through CISI/Bolduc Cultural Insurance. The "Plan A" policy can be purchased when a similar supplemental insurance policy is required by your host Rotary District or host Multi-District group. You will receive an email to purchase the insurance. **This insurance is mandatory and MUST be purchased by May 1st.**

**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 EXCHANGE YEAR**

**MONTHLY REPORTS** -- You are required to submit monthly reports on your exchange to your sponsoring District Rotary Youth Exchange Chair during your exchange year.

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

**RETURNING HOME** - You should return home shortly after school closes. Please be sure to make your return flight in agreement with your host district. Leaving prior to the end of the school year is considered "Early Return" and will be reported as such.

## **INDEPENDENT TRAVEL RULES**

1. The student and parents agree for the student to travel to their host family/district directly and return by a direct route at the end of their experience.
2. The RI guidelines require that a student not travel alone nor be accompanied only by other students. The host District MUST approve all travel outside the boundaries of the District.
3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
5. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
6. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

**Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district without the approval of Rotary. In this event, the following steps will be taken: The Host Club Youth Exchange Officer will:**

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.
2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual.** Due to this decision and action of the student (and parents, where applicable), the following steps are taken:
  - A. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
  - B. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage could be cancelled** immediately.

C. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.

D. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.

E. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

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

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

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

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

***Sign and return these rules with your application to your sponsoring District Rotary Youth Exchange Chair.***