

Catholic University School

Terms and Conditions of Exchange Policy



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DISCLAIMER:

Before completing an exchange with Catholic University school, each student and their respective host families must **READ CAREFULLY** the following terms and conditions in each of the sections below and sign the document.

Catholic University School reserves the right to refuse access to this exchange programme should any of the conditions on this form not be adhered to or are proven to be contradictory by student or host family.

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Rationale

Catholic University School is committed to incorporating educational exchanges into its curriculum, providing that they will enhance students' relevant understanding and experience and are a valuable addition to the regular school experience. They should promote the mission statement of the school and form an integral part of a student's journey through school. The aim of school exchange is to provide an educational, cultural, social and personal experience for everyone involved.

Educational exchanges and visits provide an excellent opportunity for the personal growth and development of students. They can have a positive effect on students' self-esteem and can significantly improve many skills including their ability to work with others, using their initiative, powers of investigation and improved understanding of their surroundings. Educational exchanges provide rich experiences that cannot be created in school and many students will cherish them for a long time to come.

The organisation, particularly of school exchanges, requires a significant investment of staff time and energy. There are considerable implications in relation to the health and safety of pupils. The Catholic University School Exchange Policy is linked with the Catholic University School Code of Behaviour and Catholic University School Excursions Policy.

SECTION 1: GENERAL EXCHANGE INFORMATION

- a.** An individual application is required for every exchange student.
- b.** Completion of our application form is taken as consent to the terms and conditions of Catholic University School regarding this exchange.
- c.** While matching students with host families we endeavour to keep in mind their specific requests, but these cannot be guaranteed.

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- d. We accept no liability or responsibility for any delays or cancellations which may impact the participants. They may be linked to climate issues, industrial or other cause beyond the control of the organisers.
- e. Additional documentation may be required after booking and will be returned promptly.
- f. Catholic University School Exchange Policy is to be used in conjunction with the Catholic University School Code of Behaviour and the Catholic University School Exchange Policy.

SECTION 2: HOST FAMILY CONDITIONS

- a. We aim as far as possible to respond to your requests but please note: Our home stay programme for children will as far as possible have a child of the same gender and in a similar age range as the applicant child.
- b. When home stay is combined with activities, a host family in proximity to the camp/activity/school will be chosen for you. In general, the host families proposed also have children, but the age range may vary.
- c. Prior to receiving a student parents of host families are required to provide a background check from the police authorities of the jurisdiction in which they reside to their school principal.
- d. All individuals involved in the exchange must be compliant with the Child Safeguarding legislation and procedures of their jurisdiction. The organising teachers will ensure that confirmation is received from the host school that they are compliant with the child safeguarding legislation and procedures of their jurisdiction.

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- e. Host family details (i.e. address, contact details) are covered by Data Protection laws in Ireland, and must not be shared with any other individual, agent or organisation at any time now or in the future for any reason whatsoever. They are provided only for the unique placement covered by the current submitted application form.
- f. Your family details and profile images will be shared with your potential exchange/host family and our partner institutions for the purpose of securing a suitable exchange /host family for your child.
- g. Families are responsible under their contract of personal liability, for any damage to a third party, by their child, during the stay.
- h. Host families will only receive certain contact details (i.e. name and primary contact detail) and information about their host family in accordance with data protection.
- i. Students and exchange families must not share any data relating to their foreign exchange family with other families or third parties. This is a breach of data privacy rules and GDPR regulations.
- j. Candidates/parents/Guardians/agents must complete an application form and provide a photographic ID.
- k. Host families will provide all meals, laundry and washing facilities required by the exchange student, as well as providing a secure and welcoming home environment and emotional support for the student.
- l. The host family will respect the difference in cultural background, religion, privacy and individuality of their exchange student and will treat the student as if he/ she was a member of their family.

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- m.** The family agrees to welcome and integrate the student into their daily lives. The family and in particular, the exchange partner agree to be present and available to him/her during their stay.
- n.** If the student does not have a mobile phone, please allow them 1 short courtesy call home on arrival.
- o.** Visits and outings and cost of same are agreed between the respective families. Airport pick up and transfers will be provided by the host institution.
- p.** Exchange students under 18 years of age will be under the supervision and guardianship of the host family.
- q.** One Parent from the host family must be present in the place of residence of the student, wherever that may be each night. (i.e. home, holiday home etc.)
- r.** For two-way exchanges, 'Exchange families' agree to facilitate consecutive exchanges for their respective children at a time agreed.
- s.** Exchange families should have an operational travel insurance, home insurance policy or other applicable policy.
- t.** Catholic University School will not be liable for any damages, losses, injuries or accidents, delays or cancellations while travelling or caused by your child while abroad or by a student visiting your home.

SECTION 3: EXCHANGE STUDENT CONDITIONS

- a.** Students undertake throughout their stay to obey the rules set by the host family, especially in relation to consumption of alcohol, smoking and curfews. They also undertake to respect the physical assets of their host family.

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- b. Students agree to abide by the law of their host country. They undertake not to take illicit drugs or abuse prescribed drugs. Students under 18 agree not to drink alcohol or engage in sexual activity for the duration of the programme, from departure to arrival back home.
- c. Students must accept the host family proposed and go into the exchange with an open mind.
- d. The student must contact/notify the local coordinator as soon as possible during their stay if any concerns or issues arise, as these cannot be entertained after the placement is completed.
- e. Students undertake not to become involved in relationships with members of their host or exchange family or other students in the host family for the duration of their stay.
- f. Students undertake not to be involved in any association of violent, racist or otherwise discriminatory behaviour likely to endanger their safety for the duration of the stay abroad including and especially the distribution of pornographic material.
- g. The student will adapt to the habits and customs of the host family, although host families strive to be as accommodating as possible of their guest.
- h. Students agree to participate fully in programme proposed and to integrate with the family, to participate in daily activities and family routines and not to spend long periods of time in their rooms and on their smart phones, this is detrimental to language progression.
- i. Students agree to attend school or activity programme booked and not ask to be excused unless by certified illness.

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- j. Students agree to integrate with the family, participate in daily activities and family routines and not to spend long periods of time while abroad in their rooms and on their smart phones, this is detrimental to language progression.
- k. Breach of any of these points may result in immediate expulsion from the course and return home at your own expense.

SECTION 3(A): DISCIPLINE AND CIVIL LIABILITY OF THE PARTICIPANT

- a. Catholic University School reserves the right to exclude a candidate minor (under 18 years) from a program if he/ she were to consume alcohol or drugs, does not comply with the law, or for reported inappropriate or dangerous behaviour that could put his own safety or that of others at risk.
- b. If a student under 18 wishes to step temporarily outside our exchange or host family accommodation, s/he must have evidence of permission of parents/guardian to do so and we must be notified in advance of this.
- c. Students will respect the rules set by the host family acting in Loco parentis and any school rules while abroad.

SECTION 4: DOCUMENTS REQUIRED BEFORE TRAVELLING

- a. A completed application form (deadline is non-negotiable.)
- b. An operational travel insurance, home insurance policy or other applicable policy.
- c. A scanned copy of passport.

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d. A copy of European Health card for EU students.

e. A medical consent form.

PLEASE NOTE:

- The non-submission of documents may delay the processing of applications and could result in the loss of space in the exchange.
- Failure to possess the required documents does not imply a consent on our part that participants may travel without said documents or insurance.
- Completion of our on-line application form together with submission of associated fees is taken to constitute consent to participation in the exchange, and consent to the terms and conditions of the programme.

SECTION 5: HEALTH & TRAVEL

- Catholic University School or any of its members cannot accept any responsibility for any accident that may occur to your child, or the loss of clothing or personal items either in transit or during your stay.
- Parents/Guardians should have a passport which is in date for the duration of their child's stay abroad in case they may need to travel to visit their child in an emergency.
- Illnesses, behavioural or psychological conditions or any situation likely to impact in any way on a placement must be disclosed in the application form.
- For students attending school abroad students who smoke or use non-prescription drugs will not be accepted by our partner schools abroad and students breaching these guidelines will be requested to return home at their own/parents/guardians expense.
- Signed medical reports are required as part of the application process.

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- Any past or pending criminal investigation or school expulsion or disciplinary issues at a previous school must be notified to us on the application.
- Neither Catholic University School nor any of its members can accept any responsibility for any problems due to an illness or accident or incident that may occur to your child, or the loss of clothing or personal items during their journey or stay abroad.
- All candidates must have travel insurance and health assurance, including repatriation insurance and insurance for specific sporting activities if booking such activities.
- Participants must take out travel insurance to cover loss in the event of delay or cancellations of flights or the programmes offered, illness, accident, loss etc. This must be booked in advance of the travel abroad.

SECTION 6: ANY ADDITIONAL EXCHANGE ASPECTS

We do not take responsibility for the following aspects of the exchange, which are taken care of by both families for their children:

- a. Relationships between families and children
- b. Physical organisation of accommodation and catering
- c. Obtaining insurance covering the risks related to this trip and this exchange
- d. Consequences of physical or material damage, offences, accidents and deaths.

This list is non-exhaustive and not limiting.

We also reserve the right to.....

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- Change the host family at short notice, without penalty if an emergency or change of circumstances arises with the nominated/notified host family and will inform parents/guardians of same and supply details of the new family.
- Act as agents for host families and activity programmes.

Chairperson _____ Date _____.

Principal _____ Date _____.



STUDENT DECLARATION:

I declare to abide by the terms and conditions stipulated in **Section 3 (Student conditions)** and **Section 3A (Discipline and Civil Liability)** of this form for the duration of my exchange and understand that I am a representative of my respective educational institution and as such am subject to the rules and regulations of it. I consent that should I fail to uphold these terms and conditions outlined in the adjoining document, I may be removed from the programme.

SIGNED STUDENT: _____ DATE: _____

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HOST FAMILY DECLARATION:

We, the household, certify that we are ready to commit ourselves to this exchange to show the necessary open-mindedness, to follow the recommendations of the organizing team, to provide the requested documents within the indicated deadlines and to accept the decision of the exchange organizers who examine applications and validate participation in the exchange.

SIGNED GUARDIAN 1: _____

SIGNED GUARDIAN 2: _____

DATE: _____