STUDENT APPLICATION FORM
Queensland – Swiss/German
Year 11 Student Exchange Program 2015/2016

FORM B – APPLICATION FORM

Please save this application form to your computer hard-drive and complete all questions electronically. Please do not complete this form using handwritten text.

This program is not a student exchange program provided under the National Guidelines for Student Exchanges and is not quality assured by the relevant state registration authority.

Privacy Statement:
The Department of Education, Training and Employment (DETE), through DET International, is collecting your personal information for the purposes of assessing/contacting applicants and for organising and planning the 2015-16 Queensland-Swiss/German student exchange program. The information will only be accessed by DETE staff administering the 2015-16 Queensland-Swiss/German student exchange program and in some cases, authorised community and/or Consulate representatives assisting DETE in the selection of participants. Successful applicants' information will be disclosed to the following entities; Association Romande pour les Echanges Linguistiques (ARPEL), Switzerland, Servizio Lingue e stage all’estero, Ticino and Bezirksregierung Dusseldorf North Rhine-Westphalia, Germany for the planning and administration of: airlines, accommodation, transfers, travel insurance, assessing/contacting applicants, selecting appropriate chaperones and or host families (if applicable) and making arrangements to cater for special requirements while in Switzerland or Germany. This will involve the disclosure of your personal information to entities outside Australia. Your information will not be used by, or disclosed to any other person or entity unless we have your consent, or DETE is required or authorised by law to do so.

### SCHOOL DETAILS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Type of school: □ State □ Catholic □ Independent □ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
<td>Principal’s Email</td>
</tr>
</tbody>
</table>

### STUDENT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>Given Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Town / Suburb / City</td>
<td>Post Code</td>
</tr>
<tr>
<td>Telephone</td>
<td>Home</td>
<td>Mobile</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td>Language Studied</td>
</tr>
<tr>
<td>Email</td>
<td>School</td>
<td>Private</td>
</tr>
<tr>
<td>Primary Parent/Guardian</td>
<td>Relationship</td>
<td>Mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td>Gender [ ] Male □ Female □</td>
</tr>
</tbody>
</table>
PASSPORT DETAILS

<table>
<thead>
<tr>
<th>Name on Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport Details</th>
<th>Number</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

☐ I am currently in the process of applying for my passport.

NB: Successful applicants will require a passport no later than one month after closing date.

I am:
• an Australian Citizen ☐ Yes (attach scanned passport photo page to return email)
• an Australian Permanent Resident ☐ Yes (attach scanned passport photo page and visa/approval below to return email)
• a New Zealand Citizen residing in Australia ☐ Yes (attach scanned passport photo page to return email)
• willing to abide by the Queensland Code of School Behaviour ☐ Yes

PHOTOGRAPH

Please attach a recent photograph of yourself

NB: Please ensure your chosen photograph is clear and appropriate for use. International Services recommends using a passport photo or recent school picture.
2015-16 QUEENSLAND – SWISS/GERMAN STUDENT EXCHANGE PROGRAM

The aim of this reciprocal exchange program with students from Switzerland and Germany is to give Queensland students the opportunity to:

- make important progress in their comprehension and communication of the French, Italian or German languages
- appreciate the customs, culture and life of a non-English speaking country in Europe
- forge new friendships with students from another country
- become more globally aware and educated and
- broaden their horizons through language and cultural acquisition.

Students are encouraged to treat this experience with an open mind and a spirit of adventure. This attitude will allow participants to make the most of this exceptional opportunity. The exchange is organised solely for the purpose of educational, linguistic and cultural advancement.

The Program

Students from each country will participate in this annual exchange program. Final numbers are decided after shortlisting and matching of suitable applicants has been completed.

The program will see European students from Germany and Switzerland initially travelling to Queensland in July where they will stay with their Queensland student’s family. In November, Queensland students will travel to either Germany or Switzerland and stay with their European student’s family.

The exchange will allow students from all countries to immerse themselves into another language and culture for several weeks and experience many facets of this culture including school and family life. In Queensland, the exchange is sponsored and administered by DET International in the Department of Education, Training and Employment (DETE) in collaboration with a dedicated group of language teachers.

In Switzerland, the French language exchange is organised by the Association Romande pour les Echanges Linguistiques (ARPEL), Geneva.

In Switzerland, the Italian language exchange is organised by the Servizio Lingue e stage all’estero in Lugano, Ticino, in the Dipartimento dell’educazione, della cultura e dello sport.

In Germany, the exchange is organised by the Bezirksregierung Düsseldorf North Rhine-Westphalia.
TERMS AND CONDITIONS

Eligibility

To be eligible to apply for the 2015-16 Queensland – Swiss/German student exchange program the applicant must:

• be a full-time Year 11 student in a Queensland school studying either French, Italian or German
• be a full-time Year 11 student in a Queensland school studying either French, Italian or German via distance education
• be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Australia
• be fit for international travel
• be considering long term goals involving the study/use of either the French, Italian or German language
• intend to improve his/her knowledge of the Swiss or German cultures and the relevant language
• be prepared to abide by the Queensland Code of School Behaviour for state school students (or relevant equivalent for non-state school students)
• be prepared to abide by the laws of Switzerland or Germany whilst offshore
• be prepared to abide by the rules and conditions of the host family and or the host school in Switzerland or Germany
• be prepared to advise the Department of any changes affecting participation (e.g. health, family or school issues)
• be prepared to represent Queensland appropriately as a ‘young ambassador’
• have (or be willing to obtain) a current and valid passport (with at least 6 months validity from January 2016)
• be available to travel on dates and times between 21 November 2015 and 24 January 2016
• accept the conditions outlined in the Privacy Statement
• participate in a pre-program briefing (parent/student information evening)
• write a report on their experiences after returning to Australia.

NB: Home based students studying via distance education are ineligible to participate in this program.

SELECTION PROCESS

Applicants who strictly meet the program’s terms and conditions will be considered for a place in the Queensland-Swiss/German Student Exchange Program based on their full written responses and data presented in this document. Successful candidates will be matched with an appropriate and compatible partner from Switzerland or Germany.

Once students are matched they will receive their prospective partner’s details to view before signing a formal acceptance form. From this point on students and families are strongly encouraged to establish personal contact by mail, e-mail or phone, if appropriate.

Outcomes of students’ application will be sent in writing to their nominated email address.

The decision of International Services staff will be final and no correspondence will be entered into in relation to the outcome of a student’s application.

Applications close
5.00pm Friday 20 March 2015
### PERSONS TO BE CONTACTED IF NEED ARISES WHILE QUEENSLAND STUDENT IS IN SWITZERLAND OR GERMANY

<table>
<thead>
<tr>
<th><strong>Parent / Guardian 1 Name:</strong></th>
<th><strong>Home phone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 1 Mobile:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 1 Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 1 email:</strong></td>
<td><strong>Home phone:</strong></td>
</tr>
<tr>
<td><strong>Parent / Guardian work email:</strong></td>
<td><strong>Work phone:</strong></td>
</tr>
<tr>
<td><strong>Relationship to the student:</strong></td>
<td><strong>Profession:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parent / Guardian 2 Name:</strong></th>
<th><strong>Home phone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 2 Mobile:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 2 Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parent / Guardian 2 email:</strong></td>
<td><strong>Home phone:</strong></td>
</tr>
<tr>
<td><strong>Parent / Guardian 2 work email:</strong></td>
<td><strong>Work phone:</strong></td>
</tr>
<tr>
<td><strong>Relationship to the student:</strong></td>
<td><strong>Profession:</strong></td>
</tr>
</tbody>
</table>

### LANGUAGE TEACHER CONTACT DETAILS

<table>
<thead>
<tr>
<th><strong>Name of French/Italian/German teacher:</strong></th>
<th><strong>Teacher’s telephone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teacher’s email:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL / LANGUAGE STUDIES

<table>
<thead>
<tr>
<th><strong>Subjects being studied in Year 11-12:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When did your French/Italian/German studies commence?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Have you undertaken Immersion language studies in Years 8-11?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If “yes”, please indicate the place, year and length of study:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STUDENT PRIMARY RESIDENCE INFORMATION

| Brothers (living at home - numbers and ages) |  |
| Sisters (living at home - numbers and ages) |  |

| Primary language spoken at home: | Religion practised in the home: |
| Sports actively practised: |  |
| Other interests and hobbies: |  |
| General state of health: |  |

### Would you be prepared to host a Swiss or German student who has special dietary requirements? Yes □ No □

### If you have special dietary needs, would you be prepared to accept a placement with a Swiss or German family that may not be able to cater fully or partially to your dietary requirements? Yes □ No □

## INFORMATION ABOUT HOME STAY CONDITIONS (ATTACH SEPARATE SHEET IF NEEDED)

| Type of lodgings (apartment, house, farmhouse etc.): |
| Number of bedrooms: |
| Partner will: □ have own room □ share a bedroom □ other (explain) |
| Where else will partner be staying e.g. seaside unit, farm, or holiday home? |
| Secondary residence if applicable. |
| Who will be living in the house during the partner’s homestay? |

All persons 18+ living in primary and secondary residence during the homestay period will be in possession of a Blue Card or have applied for a Blue Card prior to the arrival of the visiting student: □

| Blue Card number(s) |
| Blue Card expiry |
| Name as it appears on Blue Card |
| Blue Card date of application |
## CULTURAL ACTIVITIES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What sports and leisure activities will be available?</td>
<td></td>
</tr>
<tr>
<td>Are any special trips or excursions planned?</td>
<td></td>
</tr>
<tr>
<td>Give any other social or cultural information that may be of interest to your exchange partner.</td>
<td></td>
</tr>
</tbody>
</table>
Why do you wish to participate in this exchange; what do you expect to gain from it; what would you hope to contribute to the program? Answer concisely (250 - 300 words)
RESPOND TO THE QUESTION BELOW IN FRENCH, ITALIAN OR GERMAN

- Quels aspects de la vie australienne aimeriez-vous montrer à votre partenaire suisse?
- Che aspetti della vita australiana ti piacerebbe condividere con il tuo/la tua partner svizzero/a?
- Welche Seiten des Lebens in Australien würdest du deinem Austauschpartner gerne zeigen?

Approximately 200 words
**INTERESTS AND ACTIVITIES**

1. Which of the following best describes you?

- [ ] Athletic
- [ ] Artistic
- [ ] Musical
- [ ] Academic
- [ ] Social
- [ ] Other, specify:

2. How do you prefer to spend your free time?

- [ ] With friends
- [ ] Alone
- [ ] With family
- [ ] Other

3. Complete this section indicating how much time you spend in a typical week on each activity.

   - **Watching TV/movies:** hours; preferred types of shows are
   - **Listening to music:** hours; preferred types of music/groups are
   - **Reading:** hours; preferred reading materials are
   - **Watching sports:** hours; preferred sports to watch are
   - **Taking extra-curricular lessons/classes:** hours; hours of practice; lessons/classes taken are:
   - **Being with friends outside of school:** hours; preferred activities with friends are
   - **Doing homework:** hours/day
   - **Talking on the phone:** hours/day
   - **Shopping:** hours/week

4. Complete this section by listing your specific sports, musical instruments, activities, clubs, hobbies and leisure activities

   - **SPORTS (participating):** Total hours per week:
   - **MUSIC (playing):** Total hours per week:
   - **CLUBS or ASSOCIATIONS (member):** Total hours per week:
   - **HOBBIES/LEISURE ACTIVITIES:** Total hours per week:
   - **COMPUTER (social media, internet, games):** Total hours per week:
**DAILY Routines**

Describe how you spend your evenings (during the week and on weekends) / social life / curfews / activities you can do at home etc.

_NB: Clearly outline those activities you could do with your exchange partner._

---

**ACTIVITIES & EQUIPMENT**

Your partner will have access to the following at home (H), at school (S) or in your community (C)

<table>
<thead>
<tr>
<th>musical instruments/activities</th>
<th>Tip: using H, S or C to indicate the availability of your responses below, e.g. Piano (S) and (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>gym/athletic activities</th>
<th>Tip: using H, S or C to indicate the availability of your responses below, e.g. Gym (S) and (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>recreational activities</th>
<th>Tip: using H, S or C to indicate the availability of your responses below, e.g. Painting (H) and (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>social activities</th>
<th>Tip: using H, S or C to indicate the availability of your responses below, e.g. Quiz competition (H) (S) and (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC/Internet access at Home, School or Community</th>
<th>Specify:</th>
<th>Usage is limited to: (hours/day), or (hours/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ABOUT YOU

1. **Description of your family**

   Describe briefly your family, parents, brothers, sisters, giving their names, ages, mentioning whether they will be living at home, and any details of interest about their personalities.

2. **Yourself**

   Describe briefly your temperament, character, ideals, concerns and daily routine.
3. Your Friends

Describe briefly your friends, their ages, habits, activities and interests which might allow a fuller picture of yourself.

4. Your Environment

Please describe the locality of your residence (type of region e.g. inner city/suburban/rural/farm).
5. **Your School**

a) How do you get to school and how long does this travel take? (Include time you leave home, time you finish school)

b) Give a brief description of your school

c) What commitments do you have at school? (club, sport, other activities, etc.)

6. **Your Interests**

Interests, hobbies or commitments outside school hours

7. **Religion**

Religion – Do you practise a religion? Yes □ No □

If yes, which religion?

Regularly □ Occasionally □
8. Family Pets

<table>
<thead>
<tr>
<th>Pets – Are there any pets in your house?</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what pets? <em>(Please give details)</em></td>
<td></td>
</tr>
</tbody>
</table>

9. Personal Experiences

Describe briefly your experiences with part-time work, travel, other exchanges, or language experiences, etc.

10. Interpersonal Skills

a) What would you do if your partner seemed unhappy during the exchange period?

b) What would you do if you were unhappy whilst on exchange in Europe?
11. **Choice of Partner**

In the case of difficulty in matching you with a student of the same sex, would you accept a student of the opposite sex?

Yes ☐ No ☐

(NOTE: If the proposed student is of the opposite sex, there should be a brother/sister in the household of the same sex as the exchangee).
### FAMILY INFORMATION (TO BE COMPLETED BY PARENT/GUARDIAN)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Relationship to student:**

1. Describe the duties and responsibilities of your child/children (household tasks; clothes etc.):

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

2. Describe the amount of freedom/permission to go out/time restrictions that you allow your child/children on weekends or during the week:

   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
3. Describe your family's style of living, habits, interests, common pursuits: e.g. regular meals as a family.

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

4. Briefly describe each member of the family (character; personality; role within the family).

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

Descriptions written by: _____________________________ Date: ____/____/_____
PHOTOGRAPHS

Please attach eight (8) recent coloured photos of yourself and your family. Your environment (house, school, etc.) and your friends, that would be of interest to your partner.

Please label each photo clearly. Digital photos are acceptable.
STUDENT MEDICAL INFORMATION (TO BE COMPLETED BY PARENT)

Privacy Statement:
The Department of Education, Training and Employment (DETE), through DET International, is collecting your personal and medical information, for the purposes of organising and planning the 2015-16 Queensland-Swiss/German student exchange program specifically in order to address the medical needs of students whilst participating in the program. The information will only be accessed by DETE staff administering the 2015-16 Queensland-Swiss/German student exchange program, travel agents, travel insurers, authorised staff from Association Romande pour les Echanges Linguistiques (ARPEL), Switzerland, Servizio Lingue e stage all’estero, Ticino and Bezirksregierung Düsseldorf North Rhine-Westphalia, Germany, chaperones and or host families (if applicable), and medical professionals (in the event of an emergency or if the student requires medical treatment). This will involve the transfer of your personal information to entities outside Australia. Your information will not be used by, or disclosed to, any other person or entity unless we have your consent, or DETE is required or authorised by law to do so.

STUDENT DETAILS

Given name/s  Last name  Date of Birth

Postal address  Postcode

Does the student suffer from the following? (please tick appropriate box, if one or more, please provide details below)

☐ A current illness (e.g. flu)  ☐ A disability/chronic illness  ☐ Any allergic condition  ☐ Asthma (provide plan)  ☐ Skin condition  ☐ Heart Problem
☐ Attention deficit disorder (ADD/ADHD)  ☐ Diabetes  ☐ Epilepsy  ☐ Sleep walking  ☐ Travel sickness  ☐ Headaches / migraines (provide own medication)
☐ Special dietary needs – coeliac, diabetic, gluten / dairy intolerance
☐ Known allergic reactions to any medications e.g.: penicillin etc.
☐ Medication required

Injections - Hepatitis B ☐ Yes ☐ No  Other injections – list and provide date
☐ Other (e.g.: hospitalisation, surgery in the past 24 months)

Swimming ability  ☐ Strong – 50 metres unaided  ☐ Average – 25 metres unaided  ☐ Poor – 10 metres unaided  ☐ Non-swimmer

Medication plan and or any other relevant information (attach separate page if more space needed)

Private health insurance fund  Number

Medicare number  Position on card  Valid until

Non-prescribed oral medications (such as analgesics and ‘over-the-counter’ medications e.g. paracetamol) cannot be administered by the chaperone or project organisers without parent/guardian permission.

Do you give permission for the chaperone/project organisers to administer non-prescribed medications?

☐ Yes ☐ No

Do you give permission for the chaperone/project organisers to administer first-aid or obtain medical assistance in the event of an accident or illness?

☐ Yes ☐ No

Do you give permission for qualified medical practitioners to administer anaesthesia if such a necessity arises?

☐ Yes ☐ No

NB: If your child requires specific medication; supply original packaging with name and dosage, with a letter from yourself or your doctor. It will be the responsibility of your child to keep his/her medications secure and to appropriately administer as required.

EMERGENCY CONTACT

Contact 1 Given name/s  Last name

Postal address – Main Emergency Contact  Postcode

Home  Mobile  Work  Relationship to Student

Contact 2 Given name/s  Last name

Home  Mobile  Work  Relationship to Student
ACKNOWLEDGEMENT/CONSENT

By signing this form:

- I accept liability for all costs incurred in obtaining such medical treatment, which are not covered by the travel insurance provider (including any excess payable under the travel insurance policy) and undertake to reimburse the Department the full amount of any costs incurred on my child’s behalf and I have read and understood the Product Disclosure Statement, Policy Wording and Financial Services Guide provided by preferred travel provider GoSafe Travel Insurance.

- I accept and consent to the sharing of the personal information, including personal medical information, as outlined in the Privacy Statement and particularly accept that the information will be transferred to entities outside of Australia.

Signature: ____________________________  Relationship to Student: ____________________________  Date: ____________
REFERENCE FORM
(To be completed by applicant’s Teacher of French/Italian/German)

Privacy Notice
The Department of Education, Training and Employment (the Department) is collecting the information in this form to assist in determining student suitability for participation in the 2015-16 Queensland-Swiss/German Student Exchange Program.

This information will be accessed by Departmental staff from DET International involved in the administration of this exchange.

This information will not be used or disclosed for any other purpose without your consent unless the use or disclosure is required or authorise by law. For any questions or concerns about the collection, storage, use or disclosure of the information, please contact the Project Manager, International Services on (07) 3513 5729 or contact InternationalServices@dete.qld.gov.au

As it is not possible to establish personal, face-to-face contact with each of the candidates, your assistance is requested in providing information about your student. The students are potential ambassadors for their school, their state and their country. It is vital that they are of the highest calibre and open to learning new ways and culture. Places are limited and the information you provide will be important in determining the selection of successful candidates.

We would highly recommend a teacher/student interview, and where possible parents should also be interviewed, before completing this reference form. Your help is greatly appreciated.

I, _____________________________ (name of student) am applying to participate in the Queensland-Swiss/German student exchange. This will entail me and my family hosting a Swiss/German student from 24 July 2015 to 26 September 2015, and then I will travel to Switzerland/Germany from 21 November 2015 to 24 January 2016 to stay with that same student in their country. As part of my application to participate in the exchange, I require a reference from my French/Italian/German language teacher. Please complete this form and return it to International Services before the application due date of Friday 20 March 2015.

Please complete the information for the above-mentioned student:

General comments on suitability:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Participation in language class:

☐ exceptionally keen  ☐ active  ☐ average  ☐ passive
**Linguistic ability** (for year level):

- [ ] excellent
- [ ] higher than average
- [ ] average
- [ ] limited

**Willingness to use target language:**

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Maturity: (e.g. emotional maturity to handle conflicts, being away from home etc.)**

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Capacity to adapt to a French/Italian/German speaking environment:**

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Suitability of family environment (following interview):**

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Name of Teacher of French/Italian/German: ________________________________
(Please note which language is applicable)

Signed: ________________ Date: __/____/____

School: ________________________________

Email address: ________________________________
PRINCIPAL’S CONSENT FORM
(To be completed by applicant’s Principal)

(name of student), a Year 11 language student in your school, is applying to participate in a short-term exchange program to either Switzerland or Germany. The exchange is jointly administered by The Department of Education, Training and Employment, the Association Romande pour les Linguistiques (ARPEL) Switzerland, the Republic of Ticino’s Department of Education, Culture and Sport and Bezirksregierung Düsseldorf in Germany.

Designed to maximise language and cultural benefits, the exchange is based on the principle of reciprocal home stay and full-time attendance at the partner’s school during the exchange. However, in each country, the students will not be formally enrolled in the partner’s school. The school will still accept a duty of care towards the visiting student to the same standard that is provided for any domestic student. Tuition fees are not applicable for this international exchange.

The Swiss/German student will stay with the Queensland host student’s family and be expected to attend your school over a nine-week period, from Monday 27 July 2015. Selected Queensland students will spend up to nine weeks in Germany or Switzerland, departing 21 November 2015 and returning to Australia 24 January 2016. Please complete this form and return it to International Services before the application due date of Friday 20 March 2015.

To be signed by the Principal

I understand that (name of student) is applying to participate in the 2015-16 Queensland-Swiss German Student Exchange Program for students of Year 11, according to the conditions outlined above.

If the application is successful, I agree to accept the Swiss/German student partner in my school from 27 July 2015 to 18 September 2015 and acknowledge that the Queensland student will be absent (overseas) from 21 November 2015 to 24 January 2016.

Although the Swiss/German students will not be formally enrolled, he or she is expected to attend school on a full-time basis and must abide by school practices and rules.

The school agrees to arrange with the Swiss/German student a satisfactory timetable of class work and participation in extra-curricular school activities. There are no mandatory classes.

The Swiss/German student (please indicate)

- a) will be required to wear
- b) will not be required to wear
- c) will be required to wear some of school uniform
If 'c' is selected, please give details

____________________________________________________________________________

____________________________________________________________________________

Name of staff contact person responsible for the exchange student/s participating in this program (e.g. welcome, timetable, welfare, integration with other students and liaison with other teachers)

Name:                                                                                      

Contact number:                                              

Email:                                                                                     

Signed: ________________                                                                 Date: ____ / ____ / 2015

(Principal or representative)

Name of Principal:  

Name of school:  

• Please retain a copy for your files

• Should you require any further information, please contact the Project Officer:

Justin Roberts
Project Officer
International Services
Department of Education, Training & Employment
PO Box 15050 City East Brisbane, Qld 4002
Tel (07) 3513 5729
E-mail: InternationalServices@dete.qld.gov.au
### STUDENT INFORMATION
#### Terms and Conditions

<table>
<thead>
<tr>
<th><strong>If selected for the Exchange, I agree to:</strong></th>
<th><strong>I have read and understood the general information including Terms and Conditions of participation for applicants for the annual Queensland-Switzerland Germany Year 11 Exchange Program.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>accept the authority of the parents of the host family within the family unit and keep them informed of my activities and seek permission for any absences from school while in Europe;</em></td>
<td><em>I agree and commit to the condition of a <strong>9 week reciprocal exchange</strong>, accept that the <strong>duration is not negotiable</strong> and agree to <strong>travel to and from Switzerland or Germany as part of a group.</strong></em></td>
</tr>
<tr>
<td><em>discuss any issues of concern with the partner / host family and attempt to reach an amicable solution but, should mediation be necessary, I will contact the local program organiser to discuss any issues of concern;</em></td>
<td><em>I understand that the information I have provided will be made available to the <strong>Association Romande pour les Linguistiques (ARPEL), Geneva, Servizio Lingue e stage all’estero in Ticino or Bezirksregierung Düsseldorf</strong> in Germany. The information will not otherwise be disclosed without my consent, unless authorised.</em></td>
</tr>
<tr>
<td><em>advise the Department of any changes affecting my participation (e.g. health, family situation, school);</em></td>
<td><em>I am an Australian Citizen/Permanent Resident of Australia/New Zealand citizen residing in Australia.</em></td>
</tr>
<tr>
<td><em>participate in a pre-exchange program briefing and complete a questionnaire about the exchange following the completion of the program; and</em></td>
<td><em>All information provided in this application form is true and accurate to the best of my knowledge.</em></td>
</tr>
<tr>
<td><em>attend school full time with my exchange partner for the full duration of the exchange, apart from standard school holidays.</em></td>
<td><em>I have read and understood the Privacy Statement on this form regarding the recording, use and disclosure of my personal information by the Department.</em></td>
</tr>
</tbody>
</table>
PARENT INFORMATION
Terms and Conditions

• I/We have read and understood the general information including Terms and Conditions of participation for applicants for the annual Queensland-Switzerland Germany Year 11 Exchange Program.

• I/We agree and commit to the condition of a 9 week reciprocal exchange, accept that the duration is not negotiable and agree to travel to and from Switzerland and Germany as part of a group.

• I/We also understand that the information I/we have provided will be made available to the Association Romande pour les Echanges Linguistiques (ARPEL), Geneva, Servizio Lingue e stage all’estero in Ticino or Bezirksregierung Düsseldorf in Germany. The information will not otherwise be disclosed without my/our consent, unless authorised.

• All information provided in this application form is true and accurate to the best of my/our knowledge.

• I/We will offer the exchange partner comfortable living conditions in a welcoming family environment for the duration of the exchange.

• I/We have read and understood the Privacy Statement on this form regarding the recording, use and disclosure of my/our personal information by the Department.

• I/We will maintain contact with the family of the exchange partner during his/her stay and keep them informed of any important decisions concerning the exchange student’s health (e.g. accident, illness or hospitalisation) and obtain permission – from the exchange student’s parents, prior to the event/s – for extended travel plans (e.g. long-distance travel) or activities of risk (e.g. scuba diving).

• I/We agree to accept all costs incurred in the event our child is sent home from Switzerland/Germany due to unacceptable behaviour or chooses to voluntarily cease participation in the exchange program while offshore.

• I/We agree to the condition that our child will attend school full time for the duration of the exchange, apart from standard school holidays.

• I/We agree to the condition that the visiting exchange student will attend school full time for the duration of the exchange, apart from standard school holidays.
DECLARATIONS

Please read the following and sign in applicable section. Please note by signing these documents you agree to the terms and conditions within these documents.

Student

• I agree and commit to the condition of a 9 week reciprocal exchange, accept that the duration is not negotiable and agree to travel to and from Switzerland or Germany as part of the group.
• I am prepared to discuss any issues (social and or medical) with the host family and/or school and I am prepared to come to amicable solutions regarding these concerns.

Parent/Guardian

• I/We agree and commit to the condition of a 9 week reciprocal exchange, accept that the duration is not negotiable and agree that my/our child will travel to and from Switzerland / Germany as part of the group.
• I/We will offer the exchange partner comfortable living conditions in a welcoming family environment for the duration of the exchange.
• I/We will maintain contact with the family of the exchange partner during his/her stay and keep them informed of any important decisions concerning the exchange student’s health (e.g. accident, illness or hospitalisation) and obtain permission – from the exchange student’s parents, prior to the event/s – for extended travel plans (e.g. long-distance travel) or activities of risk (e.g. scuba diving).
• I/We agree to accept all costs incurred in the event my/our child is sent home from Switzerland or Germany due to unacceptable behaviour and/or chooses to voluntarily cease their participation in the exchange program while offshore.

☐ I/We agree to host a student of the opposite sex and have a child in residence of the same gender as the exchange student.

Please return completed form to:

Justin Roberts
Project Officer
International Services
Department of Education, Training & Employment
PO Box 15050 City East Brisbane, Qld 4002
Tel (07) 3513 5729
E-mail: InternationalServices@dete.qld.gov.au

Applications close | 5.00pm Friday 20 March