



## Parent/Student Agreement: Terms and Conditions

### Program Purpose

A YFU Student Exchange program ("the program") exists to promote respect for cultural diversity, friendship among nations, and opportunities for personal development through international educational exchange programs. The program provides the opportunity for all who participate to increase their sensitivity to cultural differences and similarities and develop a deepened awareness of shared human values and interests. YFU Student Exchange, consistent with its commitment to international understanding, does not discriminate on the basis of race, colour, national origin, religion or sex in employment or in making its selections and placements.

### Student Eligibility

When an applicant submits the Initial Application Form together with initial application fee of \$100, YFU Student Exchange staff will check general eligibility (age, any health conditions mentioned in initial application) and contact the partner organisation in the applicant's country of choice to ensure a place is available for the applicant. Should an applicant apply less than 4 months before program departure the initial fee and deposit are required with initial application form. Note that the deposit would not be refunded should the student cancel.

### Acceptance on Program

An applicant is only fully accepted on to the program when YFU Student Exchange has determined that the applicant meets all suitability and eligibility criteria. This will be determined when the Full Application is received by YFU Student Exchange together with \$750 deposit and interview report.

### Program Duration

Program durations vary according to school schedules in the host country. A "year" program is normally between 10 and 12 months; a "semester" program varies between 4.5 and 6 months and a trimester program between 10 and 12 weeks. A short program is less than 10 weeks.

### Program Fees and Price Guarantee

We, the parents or legal guardians of the applicant agree to pay to YFU Student Exchange all program fees in accordance with the dates established by YFU Student Exchange. We accept that unless authorised in writing by YFU Student Exchange we may be liable for additional charges if we are unable to meet the payment schedule. YFU Student Exchange reserves the right to increase program fees at any time but gives a guarantee that once an applicant has submitted an initial application together with the \$100 application fee, they will not be subject to price increases.

### Scholarships and Discounts

Scholarships and discounts cannot be used in conjunction with one another. Only one discount or scholarship can be applied to a program fee.

### Program Fee Inclusions

The YFU Student Exchange program fees include:

- Personal suitability interview with applicant and parents/guardians
- Return economy international airfares on quality airlines to and from applicant's nearest international airport.
- Return travel to and from host family in host country
- Comprehensive medical, accident, travel and public liability insurance
- School enrolment in host country
- Placement including accommodation and food with a carefully screened and selected volunteer host family including selection and preparation of the host family
- Pre departure orientation and materials for applicants and parents in Australia and New Zealand and arrival and pre-departure orientations in host country for the applicant
- YFU Student Exchange 24-hour emergency phone service in Australia and New Zealand for parents and in host country for students
- Airport meet and greet service and assistance with check-in procedures in Australia and New Zealand and in host country
- Assistance with visa process including provision of documents



- Ongoing professional support and supervision by the YFU Student Exchange partner organisation in the host country and support for the applicant's parents in Australia or New Zealand by YFU Student Exchange staff.

#### Costs Not Included in Program Fee

The YFU Student Exchange program fee does not include:

- Roundtrip travel to your nearest capital city airport/departure airport
- Passport and visa fees
- Any departure taxes not included in airfares and any charges assessed for baggage that exceeds applicable airline limitations
- All items of a personal nature
- Any expenses for extra-curricular activities or elective subjects
- Any fees for enrolment, textbooks or uniform at school in host country, any expenses for sporting activities, personal entertainment or transportation to and from school (if required).

We the parents or legal guardians of the applicant agree that we shall be responsible for and pay all legally enforceable debts incurred by our son or daughter while abroad. If YFU Student Exchange discharges any such debt, whether due to emergency, as a matter of convenience or otherwise, we agree to repay such amount to YFU Student Exchange immediately upon demand.

#### Program Policies and Procedures

As an applicant accepted by YFU Student Exchange for the program, I agree and accept that I will abide by and uphold all the YFU Student Exchange policies and procedures as attached to this Agreement and as detailed in the 'Welcome to Program Pack' and the 'The Guide'. I also agree that I will obey all the laws of my host country, the rules and regulations of the school in which I am placed, and the rules established by host family or families for my safety and security even if I have attained the age considered to be an adult in my host country. As an applicant for a YFU Student Exchange program, I accept that I will be respectful and appreciative in my relationships with teachers and students at my host school, with all members of my host family and with YFU Student Exchange partner representatives in my host country. I will participate fully in the family life of my host family and make every effort to adjust to the routines of life with my host family.

We agree that if we violate any provision of these terms and conditions or if our son or daughter, during their stay abroad:

- engages in any unauthorised travel
- is absent without authorisation from the host school or the residence designated for our son or daughter by YFU Student Exchange
- violates any provision of this agreement

YFU Student Exchange may, in its sole discretion, find that our son or daughter has voluntarily withdrawn from the program. If our son or daughter voluntarily withdraws, or is dismissed, from the program at any time after commencement of the program, we accept that will be liable to pay any additional charges associated with the early return of our son or daughter to Australia or New Zealand.

#### Program Cancellations

Any cancellation of program from the time initial application is received by YFU Student Exchange will only be accepted in writing and will be effective from the date received by YFU Student Exchange.

Provided all fees up to the date of cancellation have been paid, refunds will be made in accordance with the following schedule:

- If YFU Student Exchange is unable to accept the student's Initial Application, or our partners cannot guarantee the student a place in their country of choice, there will be a full refund of the \$100 initial application fee.
- If the student or their parents cancel their application at any time, after submission of the initial application there will be no refund of the \$100 initial application fee.
- If YFU Student Exchange must cancel the student's application after submission of the Acceptance Application and payment of the \$750 deposit, there will be full refund of the \$750 deposit.
- If the student or their parents cancel the student's application after submitting an Acceptance Application and paying the \$750 deposit, there will be no refund of the \$750 deposit.
- If the student or their parents cancel more than 90 days before the scheduled departure date, there will be a refund less cancellation fee of \$1500



- If the student or their parents cancel less than 60 days, but more than 14 days before the scheduled departure date, there will be a refund of 50% of program fee.
- If the student or their parents cancel less than 14 days before the scheduled departure date there will be no refund of program fee.
- If the student leaves or is dismissed from the program after the scheduled date of departure, there will be no refund of the program fee.

### **Program Alterations and Extensions**

YFU Student Exchange reserves the right to make such alterations or modifications to the program (including travel arrangements) as may be deemed necessary or desirable for the proper management of the program. YFU Student Exchange reserves the right to cancel any program and to decline to accept or retain any student applicant or participant at any time. YFU Student Exchange does not normally grant extensions of stay except in cases where a student undertakes a semester program and then seeks to extend to a year program. In those cases, approval will only be given where the YFU Student Exchange partner organisation agrees, the visa can be extended and the student's parents or legal guardians are prepared to meet additional costs for visa extension, program fee difference and administrative fees.

In all other cases for requests for extension of stay, YFU Student Exchange is not empowered to grant waivers on visa extension, nor will the organisation or its representatives participate in the investigation of an extension or issue a 'no objection' statement unless there is demonstrated evidence of a medical or special emergency requiring such an extension. If a student decides to extend their stay within the existing visa and does not take the flight to Australia or New Zealand that has been assigned to them, YFU Student Exchange's responsibility and the insurance arranged for them ends with the scheduled arrival in Australia or New Zealand of the assigned return flight. The student will be considered by YFU Student Exchange and partner in the host country as having left the program as soon as they act on the decision to not take the assigned flight. In these cases, we, the parents or legal guardians agree to sign a waiver accepting all liability and responsibility for the welfare, safety and security of our son/ daughter and pay fees

associated with changes of airline bookings insurance and any administrative fees required by YFU Student Exchange.

### **Student Personal Expenses During Program**

YFU Student Exchange recommends that a student has available approximately a minimum \$350 to \$400 per month and approximately \$600 on arrival in host country to cover expenses not included in program fee.

### **Passport, Visa and Vaccination Requirements**

A student applicant must have a current Australian or New Zealand passport which is valid for at least six months after the anticipated date of return from exchange.

Most countries require a special class visa for students to attend school in the host country. YFU Student Exchange will assist your son/daughter with their visa application including assistance with process and provision of any documents it is required to provide to support the visa application. YFU Student Exchange will provide advice on any vaccinations required by particular countries for the issue of a visa. The Student Health Certificate which is part of the Application process, lists vaccinations required for the student's safety and for enrolment in school overseas.

### **Insurance**

All students on a YFU Student Exchange program are provided with personal accident, medical insurance coverage as well as travel and public liability insurance coverage for the duration of their program. YFU Student Exchange will provide parents or legal guardians with a summary of the insurance coverage including details of any exclusions for pre-existing conditions. Parents should review the coverage to ensure they are satisfied that the coverage is adequate for their son or daughter

### **Host Family Placement**

YFU Student Exchange cannot guarantee placements in specific areas in the host country or with host families of a specific kind. Should a host family change be necessary, we, the parents or legal guardians of the student applicant authorise YFU Student Exchange and its employees and representatives at their sole discretion to change the place of residence or school or school designated for our son or daughter by YFU Student



Exchange where it believes such a change to be in the best interest of our son or daughter. We understand YFU Student Exchange will notify us of any such changes. We understand the YFU Student Exchange host families may be of any race, religion, structure, etc. We understand that YFU Student Exchange will try to accommodate our preferences regarding host family placement; however, we understand that this cannot be guaranteed. We will be open to and accept the host family that YFU Student Exchange selects.

Host Family Placement Agreement	
Student Signature:	Date:
Parent/Legal Guardian Signature:	Date:
Parent/Legal Guardian Signature:	Date:

**School Placement Overseas**

We the parents or legal guardians of the applicant accept that schools abroad may impose academic standards or other requirements in determining grade level placement that differ from those imposed in the school our son or daughter now attends. We further acknowledge and accept that participation in the YFU Student Exchange program does not guarantee credit or graduation from the school abroad they will attend while participating in the program. We understand that it is our responsibility to arrange with the school our son or daughter now attends for such credit or graduation upon completion of the program.

**Responsibility**

We, the parents or legal guardians of the applicant understand that in making travel arrangements for our son or daughter, YFU Student Exchange, its partners and personnel contract with or uses commercial airlines, trains, buses, restaurants, hotels and other entities whose performance and service cannot be controlled by YFU Student Exchange, its partners and personnel. Consequently, we agree that YFU Student Exchange, its partners, and personnel are not in any way liable for any injury, damage or loss or delay as a result of the actions or negligence of such commercial entities including, but not

limited to, lost baggage, uncomfortable quarters, and travel delays. We the parents or legal guardians of the applicant agree to release and discharge YFU Student Exchange, its partners personnel, representatives and adult members of host family or families with whom our son/daughter may live overseas from any liability, claims or demands that may be asserted in connection with any cause, event or occurrence beyond the control of YFU Student Exchange, including, but not limited to, natural disasters, war, civil disturbances, and the negligence of parties not subject to the control of YFU Student Exchange, its partners, personnel or representatives (Force Majeure).

**Law of Contract**

This contract is governed in all respects by the law of the State of New South Wales and any legal action arising under this contract shall be litigated only in the appropriate court having jurisdiction in that State.

**Medical Authorisation and Release**

We the parents or legal guardians of the student applicant agree to and do hereby authorise YFU, its personnel and partner organisations, the schools where our son/daughter may be enrolled and adult members of the host family to act for us in seeking medical treatment for our son or daughter including hospitalization in any emergency or accident or illness and we agree to release and discharge YFU Student Exchange, its partner organisations and the foregoing individuals from any liability, claims, or demands that may be asserted in connection with any emergency, accident, illness, injury or other consequences or event arising from the actions or participation of our son or daughter in the Program.

We accept that limited medical and hospital (for accident and health) insurance is included in the YFU Student Exchange program fee for all program participants. We agree to be responsible for, and pay, all bills for any medical, optical, dental, pharmaceutical, or similar services (a) which our son or daughter requires while in the host country and (b) which are not covered as benefits payable under the insurance policy. If YFU Student Exchange pays any such bills, whether due to emergency, as a matter of convenience, or otherwise, we agree to repay such amounts to YFU Student Exchange immediately upon demand.

We affirm that the information stated in the Student Health Form (Form B) (which must be



submitted before my son or daughter joins the program) is accurate and contains no material omissions of which we are aware.

We affirm that our son or daughter has no chronic physical or emotional condition or disability that has not been set forth in the Health Certificate or which would make participation in the program inadvisable or unreasonably risky. We will immediately inform YFU Student Exchange of any change in this representation. If YFU Student Exchange receives new information, we recognize YFU Student Exchange may use this information to reconsider acceptance of my son or daughter. As the applicant’s natural parents or legal guardians, we agree and declare that we will pay each and every cost incurred by YFU Student Exchange deemed necessary at the sole discretion of YFU Student Exchange including but not limited to flight costs, ambulance care and medical treatment for our son or daughter in the program as a result of any pre-existing medical condition or any other condition which the program insurers will not insure as at the date of this agreement and we indemnify and keep indemnified YFU Student Exchange, its personnel and representatives and the adult members of the host family from any liability, claims or demands that may be asserted in connection with any such pre- existing medical condition or any other condition which the program insurers will not insure.

<b>Medical Authorisation and Release</b>	
Student Signature:	Date:
Parent/Legal Guardian Signature:	Date:
Parent/Legal Guardian Signature:	Date:

**Travel Authorisation and Release**

**PARENT AUTHORISATION FOR TRAVEL TO AND FROM EXCHANGE**

We agree that our son or daughter will travel to and from their host country in strict accordance with the travel plans made by YFU Student Exchange and YFU Student Exchange is authorised to hold all tickets to ensure such travel. We further agree that if we request any variation to the travel arrangements by YFU Student Exchange we will pay any administrative fees associated with arranging such variations.

**PARENT AUTHORISATION FOR STUDENT TRAVEL ON EXCHANGE**

We, the parents or legal guardians of the student applicant hereby authorise YFU Student Exchange, its partner organisations, and host families with whom our son/daughter may live in the host country to make decisions on our behalf concerning travel for our son/daughter for the duration of their participation in the YFU Student Exchange program. This authorisation is given for travel by our son or daughter within their host country or to other countries when our son/daughter is travelling:

- under the supervision of their host parents or other responsible adult approved by the host parents and YFU Student Exchange
- under the supervision of YFU Student Exchange representatives in the host country
- under the supervision of an authorised teacher on a school trip

We agree that any travel by our son /daughter outside the host community to visit relatives or friends within the host country or in other countries unaccompanied by his or her host parents(s), authorised school teacher or other responsible adult or YFU Student Exchange representative requires my son or daughter to obtain written permission for such travel from YFU Student Exchange, our overseas partner and from us as their natural parents or legal guardians prior to undertaking any such travel. We agree that we will not arrange for our son or daughter nor encourage our son or daughter to arrange personal travel while abroad, whether to visit friends, family or others who may live or be travelling abroad or for any other purpose, where such personal travel will cause our son or daughter to be absent for any period of time from their designated school or host family.

**VISITS BY NATURAL FAMILY OF FRIENDS TO OUR SON OR DAUGHTER WHILE ON THE YFU STUDENT EXCHANGE PROGRAM**

We agree that we will not arrange for us, other family members or friends to visit our son or daughter during their participation in the YFU Student Exchange program without first obtaining approval through YFU Student Exchange from our partner organisation in the host country and the host family for such a proposed visit.

We accept that such visits must be approved by the host family and the YFU Student Exchange partner organisation in the host country before any arrangements are made. Any such visits must only occur at the end of the program.



**Acceptance and Agreement**

We (the student and their parents or legal guardians) have read, discussed, understood and accept the terms and conditions imposed on us by this agreement.

We subscribe to the purposes of the YFU Student Exchange program and agree that we will abide by all the policies and procedures set out in the YFU Student Exchange Welcome to Program Pack and The Guide, a summary of which is attached to this Agreement.

I, the applicant agree to abide by all the other rules, regulations and conditions set forth by YFU Student Exchange and its partner organizations concerning the program. I will make every effort to become an integral part of my host family, school and community and will attend the school designated for me on a regular basis and complete all required school work to the best of my ability

We grant to YFU Student Exchange permission to use any photographic or any other type material in which the student may have created or written for promotion or publicity of YFU Student Exchange programs.

<b>Student Travel Agreement</b>	
I, the applicant have read the above conditions and agree that while participating in the YFU Student Exchange program I will travel only in accordance with these authorised travel arrangements	
<b>Parent/Student Travel Authorisation</b>	
Student Signature:	Date:
Parent/Legal Guardian Signature:	Date:
Parent/Legal Guardian Signature:	Date:

<b>ACCEPTANCE AND AGREEMENT</b>	
Student Name:	
Student Signature:	Date:
Parent/Legal Guardian Name:	
Parent/Legal Guardian Signature:	Date:
Parent/Legal Guardian Name:	
Parent/Legal Guardian Signature:	Date:



## POLICIES

*The policies presented here are the YFU Student Exchange general policies for all students. Variations regarding specific policies and procedures exist among countries. Such variations are advised during arrival orientations*

**ALCOHOL:** Students must observe national laws which vary with regard to the minimum drinking age; within that context, students are only permitted to consume alcohol under the close supervision of their host parents and with the permission of their natural parents. Students must not consume alcohol in a manner which is excessive or embarrassing to the host family or YFU Student Exchange. Students who do not observe this policy are liable to be dismissed from the program.

**DANGEROUS ACTIVITIES-STUDENT PARTICIPATION:** YFU Student Exchange reserves the right to withhold authorization for any activity if it is deemed hazardous and unacceptable for the student to participate. The following activities are strictly forbidden: hang gliding, hitchhiking, parachute jumping, bungee jumping, piloting a private plane and driving a car or motorcycle. National Offices may permit other activities judged to involve an element of danger (e.g., snowmobiling, hunting) providing permission is given by both natural parents (in writing) and host parents to authorise the student to participate. This permission must satisfy the partner organisation in the hosting country and must release YFU Student Exchange and the host family from all responsibility during the time the student is engaged in that activity. Further, it will be the sole responsibility of the student and natural parents to ascertain whether the activity is covered under the current insurance policy or to obtain additional insurance

**DRIVING:** Exchange students are not permitted to drive cars or motorcycles under any circumstances. Violators of this policy will be considered for program dismissal. YFU Student Exchange does not allow students to participate in driver education classes and obtain driver's licences or learner's permits. Students violating this policy will be considered from program dismissal. Permission to use farm equipment, trail bikes, and mopeds varies from country to country. When driving any of the above vehicles, the student is expected to observe precautions regarding safety and legal limitations. For example, trail bikes are to be used on trails only

**DRUGS:** Students may not possess or use drugs which are illegal in his or her home or host country. Violators of this policy will be considered for program dismissal.

**EMPLOYMENT:** National laws vary regarding exchange student employment. Often visa regulations restrict working. Students may seek non-competitive, part-time, small jobs such as babysitting, yard clean-up, etc., in accordance with the law and the regulations of the YFU Student Exchange partner organization.

**EXTENSION OF STAY:** YFU Student Exchange will not grant an extension of stay. YFU Student Exchange is not empowered to grant waivers on visa extension, nor will the organisation or its representatives participate in the investigation of an extension or issue a 'no objection' statement unless there is demonstrated evidence of a medical or special emergency requiring such an extension. In the absence of a medical or special emergency, YFU Student Exchange responsibility ends with the scheduled arrival or the return flight to which the student has been assigned.

**LEAVING THE PROGRAM EARLY:** If the student is absent from the host family, school or other designated place to which YFU Student Exchange has assigned him or her, without obtaining the approval of the partner organisation in the hosting country, YFU Student Exchange may determine that the student left the program through his or her own voluntary action absolving YFU Student Exchange from all obligations, to the student or their parents or guardians for the student's current or future well-being.

**MARRIAGE:** Married students are not permitted on YFU Student Exchange programs. If marriage occurs while the student is a participant or is discovered to have occurred prior to the student becoming a participant, the student will be considered for program dismissal



**MEDICAL TREATMENT OF A STUDENT** (including emergencies): Before a student arrives in his or her host country, YFU Student Exchange obtains written permission from natural parents to pursue emergency medical attention if needed. YFU Student Exchange, its representatives and its host families are not responsible for any medical bills incurred by a student regardless of who signs a hospital admissions form. YFU Student Exchange is also not responsible for any negative results because of medical treatment.

**SCHOOL ATTENDANCE:** Students are expected to attend the designated high school and maintain a normal course of school work. Non-attendance will result in consideration for program dismissal

**SCHOOL PERFORMANCE:** Allowing for an initial period of linguistic and/or academic adjustment, a student is expected to achieve an adequate academic record. Poor motivation, under-achievement, or inappropriate behaviour in combination with poor family adjustment may be cause for program dismissal. If a student is expelled from school, that student will be considered for program dismissal.

**STUDENT EXPENSES:** YFU Student Exchange is not responsible for student expense such as laboratory fees, school transportation, books, trips or expenses incurred during trips, telephone bills, damages to property of either student or host family, or personal spending money. The host family is responsible for three meals a day for the student and must provide either lunch money or a bag lunch if the school does not provide free lunches for the student and the student cannot be home for lunch. In a few countries, some school expenses are included in the program fee.

**STUDENT TRAVEL:** It is the policy of YFU Student Exchange that only authorized student travel is permitted. Further it is the policy that authorised student travel must generally meet these three criteria: -The student's safety is assured to the greatest extent possible -The organisation has knowledge of the student's location- There is no interference with school attendance. Unauthorised travel may constitute a reason for program dismissal. The YFU Student Exchange partner organisation in the hosting country has the final say in determining authorisation for travel. Procedures for obtaining permission to travel vary by country.

**THEFT/SHOPLIFTING:** The nature and severity of the offence will determine the procedure and possible outcome and may constitute the cause for program dismissal.

**VIOLATION OF THE LAW:** When a student admits to a criminal law violation, is arrested or charged, the student will be considered for program dismissal.

**VISITS FROM NATURAL FAMILY/ HOME COUNTRY FRIENDS OR RELATIVES:** Natural families, friends, or relatives from Australia or New Zealand are strongly discouraged from visiting the exchange student during the program. The interruption breaks the continuity of the relationship with the host family. Normally, travel with the natural family, friends or relatives will only be authorised at the end of the program, and with the agreement of the host parents and YFU Student Exchange and their partner organisation in the hosting country.

**VISITS TO AUSTRALIA OR NEW ZEALAND WHILE ON PROGRAM:** Return visits by students to Australia or New Zealand while on the program are prohibited except in the case of the death or imminent death of an immediate family member. An unauthorized visit will result in dismissal from the program.