**Application for approval for a school to operate an additional school-to-school student exchange scheme**



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| **1. *Your school’s details*** |
| Name of School |
| Physical Address |
| Postal Address |
| Principal | Telephone |
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| **2. *Name and designation of person managing the exchange scheme*** |
| Name |
| Designation |
| Telephone | Mobile |
| Email |

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| **3. *Reciprocating Overseas school*** |
| Name of School |
| Physical Address |
| Postal Address |
| Country |
| Principal | Website |
| Telephone | Mobile |
| Fax | Email |

**4. Policy and purpose of exchange scheme**

The student exchange policy should fit with your school’s strategic planning and the government’s criteria and goals for exchange schemes.

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| *Outline purpose of the exchange* |
| *Length of time and nature of relationship with participating school* |
| *Profile of exchange students* |

**5. Projected annual numbers**

 Indicate the number of inbound foreign and outbound New Zealand participants you anticipate likely to be accepted under the exchange up to five years (NB reciprocity should be achieved within a three-year period). *Approval can be granted up to your original scheme approval date*.

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| ***Year*** | ***Outbound*** | ***Length of exchange*** | ***Inbound*** | ***Length of exchange*** |
| **201** ­\_ |  |  |  |  |
| **201** ­\_ |  |  |  |  |
| **201** ­\_ |  |  |  |  |
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**6. Memorandum of Understanding (MoU)/agreement with reciprocating school shall include at a minimum:**

1.6.1 Full name and contact details of the overseas school

1.6.2 Overall responsibility of the exchange scheme lies with the principals and boards or other management body of the participating schools

1.6.3 Purpose of the exchange and the educational, cultural and (if appropriate) linguistic outcomes

1.6.4 A no fees basis of each exchange

1.6.5 The length of time of each exchange

1.6.6 Reciprocal pastoral care provided both at home and with host families

1.6.7 Risk analysis of activities outside the classroom will be undertaken

1.6.8 Operation of the agreement shall cover the approval period granted to the school by the Ministry of Education for the exchange

1.6.9 Statement that the agreement does not “constitute or create, and shall not be deemed to constitute any legally binding enforceable obligations on the part of either party. It can be terminated earlier if either school requests termination.”

*Schools may wish to consult independent legal advice in finalising any MoU*

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| **REQUEST 1 of 1: Please attach a copy of the MoU/Agreement with the overseas school** |

**7.** I agree to adhere to the requirements as detailed in the school’s Exchange Scheme Approval dated:……………………………..

**8. Application Signature**

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*Signature of Principal/Senior Manager/International Director Date*

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_