

## **The Foreign Exchange Program**

For many years, qualified Rudolf Steiner High School students have had opportunities to spend a semester in Waldorf schools abroad.

Our high school offers three foreign languages: French, German, and Spanish. Students have gone on exchange to France, Germany, Austria, Switzerland and Spain. Students go for 2 - 4 months in 10<sup>th</sup> grade and study the curriculum very similar to the one they have at our school. They stay with a host family. In turn, the student from this family will then come to our student's family and attend our school for the same amount of time. The student pays tuition at his/her school.

It is a program that offers total valuable language immersion and a cultural exposure and experience. Students must have a high scholastic level, a certain maturity, independence, excellent behavior, and a flexible attitude in order to qualify for permission from the high school faculty to go on exchange. Through correspondence and phone conversations we try to identify an appropriate match for our families. Parents are also involved to determine the final suitability of the match; they need to feel comfortable sending their child to this particular family. Currently, one student from the 10<sup>th</sup> grade is in Vienna, Austria, two students are in Madrid, Spain and one student has returned from Spain.

This program benefits students who go on exchange by offering them a rare opportunity of improving their language skills, encouraging more personal independence and exposing them to the culture of a different country.



Rudolf Steiner School  
 15 East 78<sup>th</sup> Street  
 New York, NY 10021  
 Phone: 212-879-1101 Fax: 212-717-7249

PLEASE  
 ATTACH  
 RECENT PHOTO  
 HERE

STUDENT'S LEGAL NAME \_\_\_\_\_  
 (Last) (First) (Middle)

SCHOOL ATTENDED IN HOME COUNTRY \_\_\_\_\_ GRADE \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_ CITIZENSHIP \_\_\_\_\_  
 M/D/YY

Preferred address for all correspondence regarding this application:

NAME (s) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT. # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_

Please provide the following information even if the student's biological parents may be separated, divorced, deceased, or the child may be living with legal guardian:

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Bus. Address \_\_\_\_\_ Bus. Address \_\_\_\_\_

Bus. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Email Address \_\_\_\_\_

Marital status of parent(s): Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_ Unmarried \_\_\_\_\_

With whom does the applicant live? \_\_\_\_\_

I/we understand and accept our role and expectations of the exchange student and student's family during his/her stay at the Rudolf Steiner School. We agree to continue to pay school fees at our son's/daughter's home school and agree to accommodate the exchange of our son/daughter free of charge.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Family Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please send all information and records to:  
 G. Hahn ~ Rudolf Steiner School, 15 East 78<sup>th</sup> Street, New York, NY 10021  
 Phone - 212.879.1101 ext. 312 ~ Fax - 212.794.1554

## Acknowledgment Form:

Your signature below indicates your acknowledgment and understanding of the Exchange program expectations and responsibilities.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Exchange Country: \_\_\_\_\_

Proposed grade and date to go abroad (full semester is recommended):

Grade: \_\_\_\_\_

Date to go abroad: \_\_\_\_\_

Signature of class advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent/guardian:

\_\_\_\_\_  
(This consent implies that you assume primary responsibility investigating the family and school with whom your child will live.)

Date: \_\_\_\_\_

## Checklist

A. In order to be accepted as a student at the Rudolf Steiner School, you must return:

	Signed application form
	Recent Report Card
	Letter of Recommendation from Teacher/Advisor
	Recent Photograph
	Medical report
	Letter of Permission from Family

B. Once accepted by Rudolf Steiner School, you must return a completed and signed Acknowledgement Form.

## Teacher Recommendation

Please tell us about this student's special talents, abilities, and interests.

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Are there any factors that have had an impact on this student's academic progress or social relationships?

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Has this student ever been in any disciplinary difficulty? Please relate the incident(s) and any disciplinary action that resulted.

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Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

School Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Thank you for your time on this student's behalf.

Please return this form to:  
Rudolf Steiner School  
15 East 78<sup>th</sup> Street  
New York, NY 10021  
Attn: Exchange Coordinator

# Responsibility in the Exchange Program

The student is advised to begin the process of acquiring his/her own student VISA as soon as possible for the country to which s/he is applying. This is a lengthy process and has to also include the following:

- ~ A passport
- ~ Medical insurance of the student
- ~ Medical report
- ~ Letters of permission from family and school abroad
- ~ A recent photo
- ~ A letter of permission from own family
- ~ Recent Report Card
- ~ Letter of recommendation from teacher

## Expectations of the Exchange Student

- Observe the rules and customs of the host family, including some shared household tasks.
- Keep self clean and tidy.
- Keep the designated bedroom clean and tidy.
- Clean up after self in common areas.
- Observe all time schedules of home and school.
- Observe all rules and regulations as set in Rudolf Steiner School handbook and high School Calendar.
- Respect all home and school property.
- Secure full medical coverage for the duration of stay.
- The student agrees and understands that if any problems arise between members of the family and the student, or special circumstances or medical emergency arise, that the student will contact the exchange coordinator and the host family at once.

## Expectations of the Host Family

- Accept the role and responsibility of parenting the student for the duration of the visit, enforcing all home and school rules.
- Provide a clean bedroom. If the room is to be shared, the visiting student must be informed at time of initial arrangements.
- Provide the student with clean towels and linen, and reasonable use of washing and drying machines subject to supervision and control of the family
- Provide breakfast, a packed lunch and dinner on a daily basis.
- Provide reasonable access to the telephone for local calls. International calls must be collect. Where collect calls are not accepted, students must reimburse families.
- Include the students in family outings, except in exceptional circumstances, such as overseas trips when the family must make alternate arrangements for the student
- Enforce all home and school rules.
- Know the student's whereabouts at all times.
- Ensure to the best of their ability that the student does not use illegal drugs or drive a vehicle without a proper license.
- Be prepared to lend the student money for unexpected expenses in an emergency, e.g. Hospitals may request money for treatment. The student must reimburse the family as soon as possible.
- Be prepared that the student may experience real stress and exhaustion in the new environment and may need a lot of support and understanding.
- The host family agrees and understands that if any problems arise between any or all members of the family and the student, or any special circumstances or medical emergency arise, the family will at once contact the exchange program coordinator and the student's family.