



EXCHANGE APPLICATION FORM

Submit **COMPLETED APPLICATION & BACKGROUND CHECK FORM** to Laura Arribas at larribas@nicholsschool.org along with **\$200.00 DEPOSIT PAYABLE** to Nichols School

NICHOLS STUDENT CONTACT INFORMATION (Please print legibly)

Name: _____ Middle name _____

Last name _____ I identify my gender as: _____

Cellphone (for WhatsApp or WeChat use): (___) - ___ - _____

Email _____ Date of Birth (MM/DD/Y): __ / __ / _____

Address: _____

City: _____ State: _____ Zip: _____

NICHOLS PARENT CONTACT INFORMATION (Please print legibly)

Names: Parent #1 _____ Parent #2 _____

Cell #: Parent #1 _____ Parent #2 _____

Email: Parent #1 _____ Parent #2 _____

HOSTING & BACKGROUND CHECK

Hosting a student is a vital part of the exchange: it is a unique opportunity through which our students expand their understanding of another culture and their own, and learn a great deal about themselves. Hosting is frequently the highlight of the trip –bonding with the host student is a very rewarding experience for everyone involved-- and what makes our program affordable and an exchange in the true sense.

By signing below, I agree to host an exchange student for the period of his/her stay in Buffalo.

PARENT SIGNATURE _____ Date _____

Check this box if you have rare or extenuating circumstances that would prohibit you from hosting, but your child wishes to travel with the exchange in the spring. Your request is confidential. The director of exchanges will contact you in order to determine whether the hosting requirement will be waived.

For the safety of all students involved in our exchanges we require background checks to all family members above 18 residing in the household. This requirement applies to our families in the USA and abroad. Background check form and documents attached.

DEPOSIT PAYMENT

- 1. Check:** checks should be made payable to Nichols School.
- 2. Billing to school account:** Contact Student Billing Manager Deena Andrews to have the amount charged to your school account.
*(This deposit is only refundable if your child is **NOT accepted** into the program or if the trip is canceled)*

FINANCIAL AID

Applications for financial aid only available **April through May**. Please contact **Laura Yusick** for information.

NICHOLS STUDENT PERSONAL INFORMATION (Please print legibly)

In order to best match you with a Spanish/French/Chinese/Costa Rican exchange student, please answer the following questions about yourself honestly, providing as much information as possible.

Country of exchange program you are choosing: China France Costa Rica Spain

Name of student _____ Language of study _____

Grade level _____ I can host a (choose an option) BOY GIRL EITHER

1. What do you like to do in your free time/what are your major hobbies or interests? Please be specific!

2. Would you consider yourself: Very outgoing Outgoing Reserved Very reserved

3. How many children are in your family? _____ How many are still living at home? _____

Names and ages (not including yourself) _____

4. Would you be sharing a room with your exchange student? Yes No

5. Would you be willing to host someone of the opposite sex if needed? Yes No

6. Do you have any pets in your home? _____ If yes, which ones? _____

7. Do you have any allergies? _____ If yes, to what? _____

8. Generally, what do you do after school (in **September** for the Spanish exchange- or in **January/February** for rest of exchanges)?

9. What **fall (for Spanish exchange) or spring (for rest of exchanges)** sports/activities do you play or participate in?

10. What does your family enjoy doing on weekends? _____

11. What experience(s) are you most excited to share with your exchange student?

12. Other information you would like to share with us?



**AUTHORIZATION TO OBTAIN CRIMINAL BACKGROUND CHECK
AND OTHER CONSUMER REPORT INFORMATION
FROM AN OUTSIDE SOURCE**

By signing below, I hereby authorize, **Nichols School** to utilize the services of an outside agency to make an investigation of my personal employment history, education, social security number, financial and credit records. I understand that these investigations may include information of public record, which could include, but are not limited to, DMV records, civil and criminal court records; county, state and federal tax liens; notices of default and bankruptcies, and other records as may be appropriate. Previous employment references, educational degrees and professional references may also be verified.

I understand that **Nichols School** may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have the right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation and for a written summary of my rights under the Fair Credit Reporting Act (FCRA).

*I understand that the above is required by the FCRA. For **Nichols School's** purposes a standard civil and criminal background check will only be performed. No further inquiries into my financials, character, reputation, personal characteristics and mode of living will be obtained from interviews with neighbors, friends, former employers, schools and others unless the initial civil and criminal background check warrant it. In such cases, the Head of School will confer with host family prior to obtaining this information.*

I further understand that information from such reports may be used by **Nichols School** in making a decision regarding my host family commitment. Information obtained from such sources shall remain confidential and will only be used by the Director of Human Resources and the Head of School of **Nichols School**. I also acknowledge that I have been given a copy of NYS Article 23-A of the New York State Corrections Law which explains how **Nichols School** will use criminal offenses in its decision process and a copy of A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA).

Print Name

Social Security Number

Signature

Date

Date of Birth (mm/dd/yyyy)

Street Address, City, State and Zip Code

PLEASE RETURN THIS FORM TO HUMAN RESOURCES

New York State Correction Law

Article 23-A, Section 753

Licensure and Employment of Persons Previously
Convicted of One or More Criminal Offenses

§ 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street SW
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
1925 K Street NW
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357