



INTERNATIONAL EXCHANGE ORGANIZATION
APPLICATION and ASSURANCES

Organization: _____

Contact Name & Title: _____

Street Address: _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

State Representative: _____

Street Address: _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Local Representative: _____

Street Address: _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

**Student exchange organizations must include
current registration from the
State of Washington Secretary of State**

Any organization wishing to sponsor an exchange student through the Peninsula School District must return one original signed copy of this form no later than [April 1st](#).

The completed form must be accompanied by:

- 1. Brochures distributed to prospective exchange students and host families**
- 2. Table of fees charged inbound students**
- 3. Proof of registration and approval by the WA. State Office of the Secretary of State**
- 4. Proof of sufficient insurance coverage for the inbound student and host family.**

This form is to be updated whenever a change of information occurs, or at district request.

I certify that I am the authorized representative of the student exchange visitor placement organization listed herein. I have read and understand the Peninsula School District Policy 3142: Exchange Students, and the Application and Assurances form. I certify that this organization will meet and maintain all Peninsula School District requirements for exchange student placement, as outlined above and contained in the District Policy. I further understand that should any of the guarantees or documentation provided by me or my organization prove invalid, further acceptance of students sponsored by this organization shall be terminated.

Headquarters Representative:

Signature:

[Typing your full name and checking the box will act as your digital signature](#)

Local Representative:

Signature:

[Typing your full name and checking the box will act as your digital signature](#)

Return form to:

Peninsula School District
14015 62nd Ave. NW
Gig Harbor, WA 98332
Attention: Student Exchange Program

Or email to:

tallmanr@psd401.net

LIST OF ASSURANCES

All district-approved exchange student placement organizations operating within the Peninsula School District must meet and maintain the following requirements:

Admission Requirements:

1. Admission requirements to the program must ensure that each student admitted shall have: **Sufficient language competence and academic ability to effectively participate in the regular program of the school in which the student will be enrolled.**
2. It is not the district's responsibility to provide any form of special tutorial help in English proficiency, academic assistance, or financial assistance. The sponsoring organization must not accept any student who will be over eighteen years of age on the first day of attendance.
3. Each inbound student must complete a Peninsula School District exchange program application packet.

Orientation:

The sponsoring organization must provide student orientation programs in the home and/or receiving country prior to the exchange experience; host families must also receive orientation.

Fees:

1. Programs may not charge a student fees for placement services that, in the belief of the Superintendent, are inappropriate or unreasonable. Normal transportation and transportation-related expenses are acceptable. (The criterion for determining appropriate charges will be the cost of programs provided by organizations known to have quality and cost-control practices.)
2. Organizations must submit the table of fees charged inbound students.

Host Families:

1. The sponsoring organization is responsible for the selection of Peninsula School District host families.
2. Organizational representatives must **personally interview** each prospective host family and visit the home, **before** the family is approved, to receive an exchange student. **Phone interviews are not acceptable.**
3. The sponsoring organization is responsible for orientation of the host family regarding its responsibilities, the program, and its procedures.

4. A host family must be able and willing to contribute a significant share of the living costs of the foreign student, if necessary.
5. The sponsoring organization must assure the district that the host family and home placement will be made at least **one to three weeks before school begins**.

Insurance:

Sponsoring organizations shall be able to show evidence of sufficient insurance to pay claims resulting from illness, accident or death of an exchange student. Such insurance must also protect the host family from any action arising from such situations.

Counseling and Assistance:

1. Sponsoring organizations must maintain an easily accessible representative, preferably in the Peninsula School District service area, who can provide counseling to the host family and/or the exchange student.
2. The representative must be able to assist in resolving problems which might arise, including the need to transfer the student to another host family or to return the student to his/her homeland.
3. The local representative must maintain regular contact with the student and host family, as well as monitor the student's progress with the school counselor.

Expenses:

All approved exchange programs shall make provision for the payment and support of those expenses associated with the student's living costs and for participation in all phases of student activities.

Length of Term:

Approved exchange programs shall be designed to allow foreign exchange students **one full academic year of attendance**. Peninsula School District does not participate in quarter or semester exchange programs.

Signature: _____
Typing your full name and checking the box will act as your digital signature

Date: _____