School-to-School Student Exchanges Additional Application

School details

|  |  |
| --- | --- |
| School name |  |
| Edumis number |  |
| Physical address |  |
| Postal address |  |
| Principal |  |
| Name and job title of person managing the exchange |  |
| Contact email address |  |
| Contact phone number |  |

Reciprocating overseas school

|  |  |
| --- | --- |
| School name |  |
| Physical address |  |
| Postal address |  |
| Website |  |
| Principal |  |
| Name and job title of person managing the exchange |  |
| Contact email/phone |  |

Policy and purpose of exchange scheme

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

|  |
| --- |
| *Outline purpose of the exchange* |
| *History and nature of relationship with overseas school*  |
| *Profile of exchange students* |

Projected annual numbers

Indicate the number of inbound and outbound participants you anticipate over the approval period (NB reciprocity should be achieved within a three year period)

*Approval can be granted up to the expiry date of your original exchange approval*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Outbound** | **Length of exchange** | **Inbound** | **Length of exchange** |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |
| 202 ­\_ |  |  |  |  |

Memorandum of Understanding

**Please attach a copy of the MoU/Agreement with the overseas school.**

The MoU must 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*

**Application signature**

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

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

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

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

Further information

A copy of the Ministry’s exchange student policy, renewal documents, and other supporting documents can be accessed at: <http://www.education.govt.nz/school/student-support/student-wellbeing/student-exchange-approvals/>

Contact us

If you have any questions please contact us:

**Email:** international.division@education.govt.nz **Tel:** 04 463 2864