

ADMISSION OF FOREIGN-EXCHANGE STUDENTS

The high schools in the Corporation shall use the following protocols in accepting a student as part of a student foreign exchange program:

Selection Process

1. The Corporation accepts secondary school students entering United States from other nations via sponsoring organizations recognized and approved by the United States Department of State as an exchange visitor program sponsor.
2. The number of exchange students to be accepted will be determined by the Superintendent based on the total enrollment at the high schools.
3. At the time of enrollment, the exchange student must be at least sixteen (16) years of age but under nineteen (19) years of age.
4. Applications are screened by the high school principal.
5. The sponsoring student exchange program must provide the school with a complete student application which includes the following:
 - a. Personal letter from the student
 - b. Detailed information on student and natural family
 - c. English language test results (SLEP, ELTIS)
 - d. Original transcript of student's high school grades, with English translation
 - e. Medical history, including proof of immunization, any medical/physical restrictions, and a recent physical exam.
6. The request for exchange student acceptance must be received prior to June 1st preceding the school year for which admission is sought. Attendance for the full academic year is expected.
7. The exchange student is required to have sufficient English proficiency. The Corporation determines by an evaluation of the student's qualifications whether the student has sufficient scholastic preparation to enable the student to undertake a full course of study.
8. Exchange student enrollment eligibility will be for one-year only.
9. The sponsoring student exchange program must obtain school enrollment authorization for placements each year prior to contacting potential host families.
10. The sponsoring student exchange program must arrange host family placements before exchange students leave their home country. Exchange students are expected to be in their host family and school placements by the first day of classes.

Expectations for Exchange Program

1. The sponsoring student exchange program must be listed as fully approved in the most current CSJET Advisory List.
2. Arrangements between the sponsoring organization, the student's parents, and the student must clearly delineate the sponsoring organization's rules as well as costs and refund policies and must be submitted to the Corporation at the time of enrollment.
3. The sponsoring organization is responsible for the selection of the host family and documents, prior to enrollment that a host family has been established.
4. All immigration papers must be in order.

5. The principal shall send written acceptance of the student to the sponsoring organization and the student by the date agreed upon by the sponsor and the Corporation.

Expectations for Exchange Students

1. The exchange student, while attending school in the Corporation, must reside with a host family whose residence is within the Corporation.
2. Exchange students must meet the regulations and expectations of local students, including immunization requirements.
3. Exchange students and host families must agree to abide by the policies and regulations of the Corporation and the high school they are attending.
4. Exchange students must have medical and accident insurance that meets or exceeds U.S. Department of State guidelines.
5. Exchange students must check before enrolling in MCCSC for availability of any specific course work required by their home country.

School Responsibilities

1. Exchange students are not responsible for tuition if sponsored under an approved exchange program while temporarily residing in the Corporation with a host family.
2. Exchange students are encouraged to participate in all student activities.
3. Exchange students will be awarded a certification of attendance upon satisfactory completion of an academic year.
4. The high school principal designates a member of the faculty or administration as the student's advisor during his/her stay. The advisor serves as the liaison between the school and host family, school and sponsoring student exchange program, student and student body, the school and community.