



SHORT TERM EXCHANGE PROGRAM (STEP)
Outbound Fee Agreement and Orientation Registration for Summer 2020
 Complete this form and bring it along with payment to your orientation event

Student information

Student's Name: _____

Sponsor Club: _____ Host Country: _____

Dietary needs: Vegetarian No Pork Gluten Free

Student's Personal email address*: _____

***Student must have their own personal email address separate from the family email address and they must use this email for all exchange business.**

Fee Agreement

The program fee of \$400 US is due at Orientation. If you've already submitted your program fee to the Treasurer, that is fine.

The Outbound Fee covers the following:

- | | |
|--|--|
| Outbound training for parent(s)/guardian and student | District and country patches and regalia |
| Training materials and required forms and paperwork | Handling of documents and courier services/postage |
| Mandatory student medical insurance | Program administration |

The fee must be paid in full prior to any documents being dispatched to exchange partner districts. No student will be allowed to exchange if the fee is not paid in full.

This agreement between Rotary District 5020 Youth Exchange Committee and parent(s)/guardian of the named student is entered into for the sole purpose of full commitment of the student to the Short Term Rotary Youth Exchange Program and the activities associated with preparing and providing the requirements necessary to meet Rotary International, District 5020 and governmental requirements for a student exchange.

 Print Parent//Guardian Name(s)

 Print Parent//Guardian Name(s)

 Print Student Name

We agree and commit to pay such fees and expenses as presented by the Rotary Youth Exchange Committee. The outbound fee for the 2020 year is: **\$400 US equivalent**. This fee includes the cost of medical insurance and a \$50 administration fee. Additional costs including flights are the sole responsibility of the student and are estimated to be \$2000 including the program fee.

In the event of a student withdrawing from the exchange program prior to departing on exchange a partial refund will be calculated based upon when the student formally withdraws by written notification to the Rotary Youth Exchange Chairman and the assigned Country Officer for the student. The partial refund will be calculated based upon the incurred expenses realized on the behalf of the student. The exchange committee has the sole responsibility for the calculation of the refund.

Orientation dates

Mandatory orientation sessions will be held:

- for Canadian students: January 25, 2020 from 9 am to 1 pm in Nanaimo, BC
at *Eye Care Nanaimo* 101-6330 Dover Rd., Nanaimo, BC V9V 1S4
- for American students: February 8, 2020 from 12 to 4 pm in Poulsbo, WA
at *Kitsap Regional Library, Poulsbo* 700 NE Lincoln Rd., Poulsbo, WA 98370

All transportation and any overnight accommodation requirements are at the expense of the student's family. The Outbound Fee includes lunch on Saturday for the student and parent(s).

Name of Parent(s) attending Orientation (we are not able to accommodate siblings):

_____ Meal choice: ___ Vegetarian ___ No Pork ___ Gluten Free

_____ Meal choice: ___ Vegetarian ___ No Pork ___ Gluten Free

Payment Method:

Payment of \$400 US dollars or equivalent in Canadian funds is by cheque or money order only, made payable to District 5020 Rotary Youth Exchange. Complete this form and bring it along with payment to your orientation event.

Parent(s)/Guardian Signature

RYE Chair Signature or designee

Date

Date

Questions? Please contact:

Canadian STEP Coordinator:

Lisa Etter letter3350@gmail.com

American STEP Coordinator:

Melissa Short melissa.short.rotary5020@gmail.com