



FOREIGN EXCHANGE STUDENT POLICY

The school board of Calvary Schools of Holland (hereafter called "SCHOOL") encourages cultural diversity and welcomes the opportunity to host foreign exchange students from other nations. In order to provide the best possible experience for our foreign exchange students (hereafter called "STUDENT") and meet federal and state regulatory requirements, the following policy has been developed.

- SCHOOL will accept a maximum of five (5) foreign exchange students per year. This quantity can change without notice as approved by Head of School at SCHOOL.
- STUDENT must be either (a) sponsored by a reputable and established agency with an active coordinator (that has been pre-approved by the Head of School at SCHOOL) that specializes in placing students in American secondary schools, or (b) coordinate with the Foreign Exchange Representative at SCHOOL utilizing the KARDIA Foreign Exchange Program.
- STUDENT must have demonstrated English proficiency through the TOEFL, CPE or IELTS exam. Proof of appropriate test results or a letter denoting English Language Proficiency Skills must be presented to the administration of SCHOOL prior to formal acceptance. The SCHOOL reserves the right to require additional testing as needed. All fees, costs and responsibilities for the exam(s) are the responsibility of the STUDENT.
- STUDENT should be prepared for a video conference with a representative of the SCHOOL. This meeting will be coordinated by the SCHOOL representative.
- Acceptance for enrollment at the SCHOOL is exclusively up to the school administrator and the Head of School for the SCHOOL. Notice of acceptance or denial will be provided to the STUDENT once determined.
- Home placement of the STUDENT is the responsibility of the Foreign Exchange Representative at the SCHOOL. Any home must be visited and approved by the SCHOOL Foreign Exchange Representative prior to formal acceptance.
- Academic course selection will be based upon the recommendations from the sponsoring agency, STUDENT and family input, academic transcript and record information, course availability, and class size considerations. Based on the needs of the school and student interest, the school administrator reserves the right to amend, change or alter STUDENT schedules as deemed necessary.
- The SCHOOL will accept a STUDENT for a maximum of five years. Students are eligible to attend SCHOOL at Grade 8.
- The STUDENT who reaches SENIOR class standing and who has attended the SCHOOL for 1 year will be allowed to participate in graduation activities and exercises. Approval to do so is exclusively up to the school administrator. The STUDENT who marches at graduation and who successfully completes all of their assigned classes will be presented with a certificate of attendance rather than a high school diploma.

- The STUDENT who reaches SENIOR class standing and has attended the SCHOOL for 2 or more years will be allowed to participate in graduation activities and exercises. The STUDENT who marches at graduation and is eligible to graduate will be presented with a high school diploma. A graduating STUDENT must attend 3 or more years at the SCHOOL to be eligible for valedictorian and salutatorian status upon graduation.
- The sponsoring agency and/or STUDENT will assume all responsibility for securing Visas, work permits, specialized college board tests, international student college applications, and any other state, federal, or international requirements pertaining to any STUDENT's decision to remain in the United States to work or attend college.
- All traditional fees associated with any tests, field trips, graduation activities, commencement fees, class organization dues, and other traditional school related expenses not normally incurred by the school will either be paid by the STUDENT, his or her host family, or the sponsoring agency.
- Students who are placed in a family that is eligible for a free or reduced lunch through the State of Michigan might also be eligible for a free or reduced lunch. It is up to the STUDENT to coordinate this opportunity.
- All foreign exchange agreements with sponsoring agencies will be recognized as "At Will" agreements. Should the agreement no longer be mutually in the best interests of the STUDENT or the SCHOOL, the school administrator may make a recommendation for dissolution. Decisions may be appealed to the Head of School at SCHOOL and said determination shall be final. Any expenses associated with a termination of agreement rest entirely with the STUDENT and/or sponsoring agency.
- All school policies, rules, regulations, and academic & extracurricular standards required of traditional students at will also apply to foreign exchange students. However, traditional graduation requirements will be waived or altered based upon course recommendations made by the Foreign Exchange Representative at the SCHOOL or the sponsoring agency, as well as the unique needs of the STUDENT.
- If the STUDENT desires to participate in athletics while attending SCHOOL, he/she must meet the international student guidelines established by the Michigan High School Athletic Association. The athletic director at the SCHOOL will have the final decision making authority in athletic eligibility determination.
- Full-year tuition must be paid in full prior to formal acceptance. All tuition and associated fees are non-refundable once formal acceptance is granted. If enrollment is cancelled by either the student or by the school after the tuition payment is made but prior to formal acceptance, tuition will be returned except for a designed administrative fee of \$500.
- The STUDENT must accept and follow the guidelines and policies described in the SCHOOL handbook. Failure to do so will result in discipline up to and including expulsion from the SCHOOL, loss of host home, and need to return to STUDENT home.
- The SCHOOL will not guarantee enrollment beyond 1 year. The STUDENT must successfully complete each school year prior to acceptance for any following year. Acceptance is exclusively

up to SCHOOL administration based on STUDENT eligibility, host home availability, and STUDENT'S adherence to the SCHOOL student handbook.

- STUDENT must not arrive in the country prior to two weeks before the first day of school unless approved by the SCHOOL administrator.
- STUDENT must leave the country and return to their home by no later than one week after the last day of school unless approved by the SCHOOL administrator.