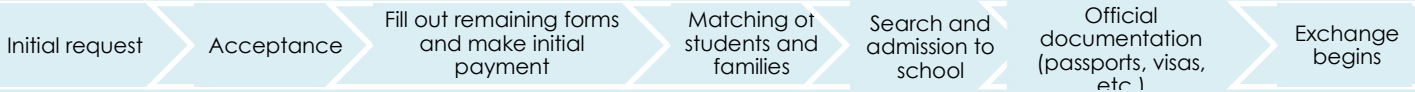


# Exchange Scheme



Form	Description
<input type="checkbox"/> Initial exchange request	Fill out the document that is located on our webpage. This form requests basic information and serves as a starting point. Once we receive this document from you, we will start a process in which we will provide more information and have initial discussions, after which you can decide if you wish to continue with the exchange
<input type="checkbox"/> Fill out the remaining forms and make initial payment	Once you reach this stage, you will need to fill out the remaining forms to provide us with more in depth knowledge so we are able to select the right student and family for your child. For the completion of this phase, a payment of \$135 is required.
<input type="checkbox"/> Matching of students and families	With the information received via the forms and questionnaires, we will begin the process of selecting students according to your indicated needs and preferences. When we find a student who matches your desired profile, we will send you more information to determine if you wish to accept the match or continue the search for another student profile.
<input type="checkbox"/> Search and admission to school	With the information provided regarding the student and their family, this is the stage in which to decide if this student's profile is a correct match for your child. If this is the case, the process of searching for a school and obtaining enrollment for the duration of the exchange should be started (if the exchange will include schooling).
<input type="checkbox"/> Official documentation	Once you reach this stage, it is time to begin with the official and legal requirements for the exchange. Depending on the duration, certain types of visas may be necessary. We will provide you with guidance during this stage, and if you wish we can facilitate all the paperwork and official proceedings. This is the time to secure the necessary health insurance, purchase tickets and obtain the vaccinations needed for the exchange.
<input type="checkbox"/> Exchange begins	The exchange begins. THE MOMENT HAS ARRIVED! Your child will travel to a new country, where they will have an experience that they will remember for their whole lives. We will be at your child's side supporting them at all times, and will inform you promptly of how your child's education is progressing, as well as about their day-to-day life with their new host family.
<input type="checkbox"/> Return home	Once your child's stay in their host country finishes, it's time for them to return home. If this is the first portion of the exchange, you should prepare to receive your exchange student and help make their stay in the US as wonderful as possible. If the final stage of the exchange has already been completed, we hope it has been every bit the excellent experience we were all hoping for!
<input type="checkbox"/> Keeping in touch	We hope that you will be able to maintain the valuable friendships and relationships established during this exchange. Please remember we are always here to help with anything you may need.



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