

Academic Year in America
River Plaza
9 West Broad Street
Stamford, CT 06902-378
Fax: 203.399.5259
www.academicyear.org

Please print
J _ q N _ k c _____ J1111111
Street Address _____
City _____ State _____ Zip _____
Phone _____

Local Coordinator Background Check Release Form

Dear J n a _ j A n n p b g _ r m p ? n n j g g _ l r ,

The Academic Year in America (AYA) program is designated by the U.S. Department of State to conduct the AYA program.

The U.S. Department of State regulations for high school exchange programs require AYA to conduct a background check on all J n a _ j A n n p b g _ r m p _ n n j g g _ l r family members and anyone residing in your home who is over the age of 18. This rule is being implemented to help ensure the safety of our program participants and is a positive part of our program.

We appreciate your sharing the information required below in order for us to perform the appropriate background checks. We recognize that this is private information and want to assure you that this information will be safeguarded accordingly.

Please fax to 203.502.1314 or email to aya_nnjw@ifs.org

The undersigned acknowledges that the American Institute for Foreign Study Foundation may conduct background checks of the undersigned's household members over the age of 18, including records of government authorities. We have received and read the U. S. Department of State regulations, which are enclosed in this packet, for exchange visitor teenage programs. We represent that all household members 18 and older are named below.

By signing below I am authorizing AYA to conduct an annual criminal background check on me for each year that I am involved with the program in any capacity. I understand that should this requirement change in the future, or should this release form be updated in any way, I will be asked to sign a new release form.

Please provide complete information for all members of your household that are 18 years in age or older. Please note that college students who attend college out of town are still considered residents if they maintain a permanent mailing address at the family's residence. If such a person they must be background checked as well.

Name (Last, First, Middle Initial) _____ Social Security Number _____

Signature _____ Date of Birth _____ Date _____

Name (Last, First, Middle Initial) _____ Social Security Number _____

Signature _____ Date of Birth _____ Date _____

Name (Last, First, Middle Initial) _____ Social Security Number _____

Signature _____ Date of Birth _____ Date _____

Name (Last, First, Middle Initial) _____ Social Security Number _____

Signature _____ Date of Birth _____ Date _____

Name (Last, First, Middle Initial) _____ Social Security Number _____

Signature _____ Date of Birth _____ Date _____

**American Institute for Foreign Study Foundation
Academic Year in America
Local Coordinator 2012 Contract**

Contract valid from January 1, 2012 - December 31, 2012 between Academic Year in America (AYA) of the American Institute for Foreign Student Foundation, River Plaza, 9 West Broad Street, Stamford, CT 06902-3788, and:

Name:

Last

First

Middle

Street Address:

City:

State:

Zip:

Home Phone:

Business Phone:

Cell Phone:

Fax:

Email address:

Occupation:

If you currently work for another exchange student organization(s), please disclose the name of the other organization (s):

AYA must have the above information on file to comply with Department of State regulations. Thank you for your cooperation.

CONTRACT FOR SERVICES TERM

This contract (the "Contract") will become effective on the date stated above and will be in effect until December 31, 2012 unless sooner terminated.

PROGRAM GUIDELINES

The Academic Year in America ("AYA") program provides a homestay/high school experience for foreign teenagers under program guidelines established to comply with the United States Department of State regulations.

The Local Coordinator is an independent contractor who agrees with AYA to place and supervise students in the AYA program. The Local Coordinator is responsible for fulfilling all program guidelines and is free, as a professional working with local resources, to make the programs as culturally rewarding as possible.

The Local Coordinator will establish her/his own work schedule in order to meet the program objectives. The Local Coordinator will provide any necessary office facilities, office supplies and automobile transportation.

Local Coordinators using our marketing materials to promote the AYA program must not alter our promotional materials in any way. Use of the AYA logo must have prior approval from the Executive Director.

The Local Coordinator agrees that all AYA literature, papers and information are the property of AYA and must be returned immediately upon expiration or termination of the Contract. Such information includes, but is not limited to, names of other Local Coordinators, host families and overseas partners. The Local Coordinator further agrees not to divulge such information to anyone or to use such information in any way outside the regular course of performance of this Contract on behalf of AYA.

PROGRAM GUIDELINES (Continued)

During the term of this Contract the Local Coordinator, as an independent contractor, is free to accept any and all other employment, so long as such employment does not detract measurably from the ability to perform this agreement and does not involve the abuse or misuse of AYA's confidential information or proprietary materials and does not otherwise raise a reasonable question as to the

suitability of the Local Coordinator to work with teenagers or constitute a clear conflict of interest. The Local Coordinator further agrees to disclose to AYA any other employment relationship as might affect the Local Coordinator's ability to perform this agreement. If criminal charges are brought against the Local Coordinator, the Local Coordinator must notify AYA immediately.

This agreement and the duties or obligations under this contract may not be re-assigned to any third party by the Local Coordinator without the prior written consent of AYA.

SERVICES TO BE PROVIDED BY LOCAL COORDINATOR

The Local Coordinator shall perform the following services acting solely as an independent contractor and nothing in this Contract shall be construed as creating an employee, agency, partnership, joint venture, or any other relationship between AYA and the LC.

1. **General Responsibilities:** The Local Coordinator is responsible for understanding the program rules and federal regulations governing the AYA program. The Local Coordinator agrees to adhere to the AYA Code of Conduct on page 8.
2. **Maintaining Active Status:** To be considered active, the Local Coordinator must have the following current, signed paperwork on file at the AYA national office for 2012: this contract, a Host Family application (one must be on file and be no more than two years old), Background Check Form, and Host Family Interview completed by another Local Coordinator. All active Local Coordinators must have access to the internet, either at home or through another means in their immediate area.
3. **Host Family Recruitment:** The Local Coordinator will annually identify, screen and select host families and will place a minimum of two students per year or his/her status as an active Local Coordinator is subject to termination. Families or individuals who receive needs-based subsidies may not become host families. The Local Coordinator will not make placements beyond 120 miles of the home of an active AYA Local Coordinator authorized to act in routine and emergency matters from a student's participation in the AYA program. The Local Coordinator may not knowingly be party to a placement (including a pre-placement) based on athletic ability, whether initiated by a student, host family, school, or any other interested party. The Local Coordinator may not make monetary payments or other incentives to host families.
4. **Host Family Screening and Selection:** The Local Coordinator will conduct an interview in the host family home with all household members present. The Local Coordinator will conduct a minimum of 2 reference checks provided by the family, neither of which may be an AYA employee or representative, host family, relative, or employed by any member of the household. The Local Coordinator will ensure that the host family completes a Host Family Application and a Background Check Release form, and will ensure that these forms are submitted promptly to the AYA National Office. **The Local Coordinator will ensure that all placement paperwork is received by the AYA National Office within 30 days of student placement, or before arrival in the host family home for host family changes.**
5. **Protecting Student Information:** The Local Coordinator will ensure that students' personal information (last name, photo, address, phone, email or other contact details) is not given to families and will further ensure that students are not contacted directly by families, schools or Local Coordinators until the placement has been completely approved by the national office, and the student has been informed of the placement.
6. **High School Enrollment:** The Local Coordinator will meet with local high school administrators, counselors and other school personnel and brief them on the AYA program. Developing individual relationships with high school personnel is strongly encouraged. The Local Coordinator will obtain a High School Enrollment form signed and dated by a school administrator for each placed student. The form must be submitted to the AYA National Office prior to the student's departure to the U.S. for an initial placement or prior to the student's move into the school district for replacements. The Local Coordinator will also provide the high school administrator a copy of the placed student's AYA application, and will maintain a record of the date when this information was given to the school. In addition, the Local Coordinator will obtain a written statement from the school in the event the school agrees to accept 5 or more students in a school year.
7. **Assignments:** During the placement season, a Local Coordinator may commit to placing an available student with a Host Family by taking that student on assignment. If the Local Coordinator has difficulty finding a family within 30 days, the student will be placed in the home of the Local Coordinator as a Temporary Arrival Family. The AYA National Office considers an assignment a firm placement and discourages Local Coordinators from withdrawing their commitment to a particular student. The number of a Local Coordinator's assignments will be monitored by the Regional Director. Failure to place an assigned student may result in

disciplinary action for the Local Coordinator, including loss of National Meeting credit(s), Bonus Points and incentives offered at the time the assignment was issued as well as a restriction on taking further assignments.

8. **Double Placement:** The Local Coordinator may place two exchange students with one host family, known as a double placement, only when he/she provides the written Double Placement Agreement for the Local Coordinator, Host Family, and high school. The Local Coordinator is required to notify AYA if a host family will be hosting one AYA student and one student from another organization, and must provide the same paperwork. AYA will collect signed agreements from the students and natural parents. Only after all paperwork has been received will the double placement be allowed per U.S. Department of State regulations. Students in a double placement cannot be from the same country or speak the same native language. Under no circumstances will the Local Coordinator place more than 2 students in any one host family home.
9. **Host Family Orientation:** The Local Coordinator will provide an AYA Host Family Orientation for each family **prior** to their student's arrival. The Local Coordinator will re-orient the host family for each year that a family hosts. The orientation and interview may not be done on the same day: the orientation must only be conducted **after** the family has been fully approved by the AYA national office. Orientation content is provided by AYA for Local Coordinator use. The Local Coordinator will ensure that each household member receives the orientation information.
10. **Student Arrival:** The Local Coordinator will make every effort to be present at each AYA student's arrival to the U.S. If this is not possible, the Local Coordinator will contact the Host Family to inform them and confirm they will meet their student(s) at the airport as scheduled.
11. **Student Orientation:** Participation at the AYA group orientation in New Jersey is optional to students. When a student elects not to participate, the Local Coordinator must provide a student orientation within 2 weeks of the student's arrival and submit the Student Orientation form no later than September 30, 2012 or February 1, 2012 for January Semester students. Student Orientation content will be mailed directly to the Local Coordinator. Local Coordinators are strongly encouraged to involve all students.
12. **Student Access to Communication Methods:** The Local Coordinator will ensure that each student is permitted reasonable access to his/her cellular phone, and/or computer, and/or phone or Internet within the home. If the Local Coordinator or host parent limits a student's phone or computer access due to a disciplinary concern, the Local Coordinator must ensure that the student may always have access to a cellular or landline phone in case of emergency.
13. **Student Access to Documents:** The Local Coordinator is never permitted to remove or permit removal of a student's passport or other government-issued documents from the student's possession.
14. **Second Home Visit:** An AYA representative other than the Local Coordinator who recruited, screened and selected the host family must visit each exchange student/host family home within the first or second month following the student's placement in the home. The Local Coordinator agrees to facilitate such visits for students outside his/her area where possible, and to act in accordance with all forthcoming information from the AYA national office regarding these visits.
15. **Supervision:** The Local Coordinator will provide counseling, support and supervision for students and families throughout the year and, in cooperation with the Regional Director, will resolve any problems that develop with supervised students. The Local Coordinator is responsible for all supervision for his/her student(s) until the students' departure.
 - a. **In-person Contact with Students:** The Local Coordinator will contact each student under his/her supervision at least once every month. The first contact must be a separate, in-person meeting during the student's first month on the program. AYA prefer that each subsequent monthly contact also be a separate, in-person meeting; however, if an in-person contact is impossible in a given month, a phone call or documented email may substitute to a maximum of every other month.
 - b. **Contact with Host Families:** The Local Coordinator will contact each Host Family monthly. An in-person visit is not required, but encouraged. After the initial Host Family Interview, the Local Coordinator will visit each family in their home at least once per semester to confirm it continues to be a suitable host home; however, the Local Coordinator cannot conduct the required home visit within 60 days of student arrival for his or her own host families.
 - c. **Prohibitions:** The Local Coordinator is prohibited from supervising family members, and from acting both as host family and area supervisor for any AYA student.

- d. **Restrictions on Authority Figures:** The Local Coordinator is not permitted to supervise students with whom they interact from a direct position of trust or authority (such as a teacher or principal). The Local Coordinator is required to disclose his/her occupation on the host family application form, and to notify AYA as soon as possible when there is a conflict of interest.
- e. **Supervision Reports:** The Local Coordinator will be responsible for submitting a monthly report to the AYA National Office documenting his or her monthly contact with each student and host family that he/she is responsible for supervising. A report for each student will be available on the AYA website for each Local Coordinator to fill out and submit by the end of each month. The Local Coordinator is responsible for submitting reports on time as directed by the AYA office and government regulations.
16. **Training:** The Local Coordinator is required to participate in ongoing training conducted by AYA. The Local Coordinator agrees to an in-home visit by an AYA representative. The Local Coordinator is required to obtain national certification as administered by the Department of State annually, within 15 days of notification from the AYA office.
17. **Host Family Change:** When a student move is deemed necessary or appropriate by the AYA National Office, the Local Coordinator will find a replacement Host Family for the student in his /her area. **Prior to the student's move**, he/she will communicate with the Regional Director and submit complete placement paperwork to the AYA office. The Local Coordinator will inform the high school of the Host Family change by obtaining a new signed High School Enrollment Form within 5 days of the student move. If the Local Coordinator does not replace the student 10 bonus points will be deducted from his/her account in an appropriate time frame. A Local Coordinator may face disciplinary action for failure to complete his/her own host family changes.
18. **Emergencies:** The Local Coordinator is required to protect student safety to the best of his/her ability. The Local Coordinator will inform the AYA National Office immediately of any student emergency. If the Local Coordinator comes to believe, or a student reports that he/she is unsafe in a host family home, the Local Coordinator must immediately report the situation to AYA and remove the student from the home **immediately**. Likewise, if any allegation of abuse, neglect or threat to the student's safety is reported to the AYA National Office, the Local Coordinator will be responsible for removing the student from the home/situation **immediately** at the request of AYA. The Local Coordinator must inform AYA of the student's emergency placement, which may **only** be in the Local Coordinator's home or in the home of another host family that is already approved to host with AYA for the current program year. If the Local Coordinator is already hosting a student of the same nationality or spoken language, he/she should make alternate arrangements with an AYA-approved host family when possible. In cases where this is not possible, the Local Coordinator must bring student to his or her home immediately until a more suitable arrangement can be made. Removing a student immediately from a potentially unsafe situation is AYA's utmost priority in emergency situations.
19. **Paperwork:** The Local Coordinator will maintain copies of all placement and supervision paperwork submitted to AYA.
20. **Local Coordinator Coverage:** When the Local Coordinator travels away from the community for 5 days or more, including any AYA-sponsored travel such as the National Meeting, he/she must notify AYA and arrange for supervision coverage by an AYA-approved Host Parent or community member age 25 or older. If AYA has not previously approved the individual in that program year, he/she must submit a Background Check Release Form with name and contact information at least one week prior to the coverage period. If the Local Coordinator will be absent for 30 days or more, another Local Coordinator must complete the monthly supervision report and will receive payment for that report.
21. **Other Organization:** If a Local Coordinator works for more than one exchange student organization, he or she is not permitted to host an AYA student and must provide a fully screened emergency back-up host family for his/her AYA students.

COMPENSATION

In consideration of the services to be performed by the Local Coordinator, AYA agrees to pay the Local Coordinator for students placed during the August 2012 placement season as specified below:

1. PLACEMENT

A student is considered “placed” and the placement is payable in the amount of \$500 when the following completed documents have been received by the AYA National Office:

- a. Host Family Application form
- b. Host Family Interview form – New Interview and reference checks to be conducted annually.
- c. High School Enrollment form – signed and dated prior to student’s departure for U.S.
- d. Community Profile
- e. High School Profile
- f. Background Check Form for Host Family (to be completed annually)
- g. Host Family Orientation Form (may arrive separately from items A-F, but must arrive before student arrives in U.S.)
- h. Double Placement paperwork for any double placements
- i. Current signed Local Coordinator paperwork: Contract, Host Family Application (one must be on file and be no more than two years old), Background Check Form, and Host Family Interview completed by another Local Coordinator

The above placement paperwork must be received by the AYA National Office within 30 days of initial placement confirmation for payment to be processed. Paperwork may need to be expedited if student’s arrival and placement date are less than 30 days apart.

Semester Placements

All Local Coordinators will be paid \$500 for placing five-month semester students, according to the terms listed above.

Student Extensions – Fall to Spring

If the student extends and stays with the same host family and high school, the Local Coordinator will receive \$100 for the second semester placement payment.

NEW! Bonus Points for Early Paperwork

This plan is designed to offer an additional reward to those Local Coordinators who submit their accurate, complete placement paperwork immediately after initial student placements. Please refer to the schedule below and submit paperwork quickly to earn this special new incentive! Please note that AYA will not honor the date of submission of incomplete or incorrectly completed paperwork under this incentive. All incomplete or incorrectly completed paperwork will be returned to the Local Coordinator for revision and resubmission. This incentive applies to initial placements only.

Please refer to page 7 for additional information on Bonus Points.

Paperwork Received	Bonus Points Awarded Per Student
Within 15 days of placement date	10
Within 30 days of placement date	5

2. SUPERVISION

The Local Coordinator must conduct a Host Family Orientation, a Student Orientation when requested, and supervise the student and host family as stated on pages 3 -4 of this contract. Compensation for completing the Host Family and/or Student Orientation is incorporated into the \$500 placement payment.

Monthly Supervision Reports

To be eligible for payment, the Local Coordinator must follow AYA’s monthly contact requirements and submit reports by the specified deadlines.

Supervision payment per student per month: Full-year student: \$50 per student report for 10 months = \$500
Semester student: \$50 per student report for 5 months = \$250

- Monthly contact must be completed by the last day of each month.
- Reports must be submitted to and received by the AYA National Office by the 15th day of the following month.
- Payment will be issued on a monthly basis when each report is received and approved.

Submitting student reports is a federal regulation. Failure to submit student reports by specified deadlines may result in forfeiture of payment and/or disciplinary action by AYA up to and including termination of contract.

Host Family Change

A payment will be issued to the Local Coordinator for any student who needs to have a Host Family Change after complete paperwork is submitted and approved. Required paperwork includes:

- A. Host Family Application form
- B. Host Family Interview form
- C. High School Enrollment form (or a signed statement by the high school acknowledging change)
- D. Community Profile (if student has moved to a different community)
- E. High School Profile (if student has changed high schools)
- F. Background Check Form for new Host Family members
- G. Host Family Orientation Form

The above Host Family Change paperwork (including double placement forms if applicable) must be received by the AYA National Office prior to the student’s move in order for payment to be processed. If a student moves to a new Local Coordinator, the new coordinator will receive the full \$500 placement payment for that move. Student replacements do not earn National Meeting credits.

Host Family Change Payment: \$100

INCENTIVES

1. NATIONAL MEETING

The Local Coordinator can earn up to two (2) places at AYA’s November 2012 National Meeting if at least one of the following conditions is met:

August Placement Season

Deadline	To earn one place at the 2012 National Meeting	To earn two places at the 2012 National Meeting
By April 1	Place 5	Place 9
By June 1	Place 7	Place 13
By August 1	Place 9	Place 16

New Local Coordinators hired after August 1, 2011 must make 4 placements to earn one place (8 to earn two places) by August 1, 2012 to qualify.

January Placement Season

Placement of any student arriving in January 2012 will count as one credit toward the **2012 National Meeting** if placed on or before **December 15, 2011.**

If the Local Coordinator qualifies for the AYA National Meeting but is not able to attend, a cash option may be awarded if specified on the National Meeting Registration Form. National Meeting credits are not transferable. Cash compensation is available only in the amount indicated on the registration form and is not equivalent to value of National Meeting trip. The Local Coordinator must have an active status at the time of the National Meeting to be eligible to attend. All Local Coordinators are encouraged to attend the National Meeting to receive training and network with other Local Coordinators. Please refer to “Important Notes: Placement Cancellations” for information on National Meeting qualification penalties for cancelled placements.

2. BONUS POINTS

Bonus Points are redeemable per the AYA Bonus Point Booklet. They may be used to purchase office supplies, electronics or airline tickets. Only a current, active Local Coordinator can earn and/or redeem Bonus Points. To remain active and, therefore, eligible to earn Bonus Points, the Local Coordinator must place at least 2 students per calendar year; otherwise all previously accrued Bonus Points will be null and void. The Local Coordinator may maximize Bonus Points earned by placing students early. Bonus Points are credited twice a year: at the end of the January and August placement seasons for payable placements and are thereafter available for redemption. Bonus points are non-transferable, and cannot be combined with cash. A maximum of 250 bonus points can be used in a calendar year.

The Bonus Point schedule is as follows:

August Placement Season

Placements made between	Bonus Points Earned
Sept 1, 2011 – April 1, 2012	10
April 2, 2012 – June 1, 2012	4
June 2, 2012 – August 1, 2012	1

January 2012 Placement Season

Placements made between	Bonus Points Earned
Sept 1, 2012 – December 15, 2012	4

3. PLACEMENT INCENTIVES

Throughout the August placement season, AYA may offer placement incentives to a Local Coordinator. Placement incentives will be issued at the end of the placement season. In order to receive any placement incentive, complete placement paperwork (as listed in #1 PLACEMENT) must be received at the AYA National Office within 30 days of original placement date. Only one incentive per placement will be offered. Incentives are not valid for cancelled placements or unfulfilled assignments. Incentives, including National Meeting attendance, are not transferable. Other restrictions may apply. **Incentive payments will be made in October.**

4. LOCAL COORDINATOR REFERRAL PROGRAM

AYA encourages active Local Coordinators to recruit new Local Coordinators they feel would be excellent candidates. By participating in the referral program, active Local Coordinators earn the following benefits (once the new Local Coordinator is hired):

- A. The active Local Coordinator will be paid \$300 for each new Local Coordinator she/he recruits and helps to make a placement outside new Local Coordinator’s own home.
- B. The recruiting Local Coordinator will be paid an additional \$50 for each 2012 student placed by the new Local Coordinator outside of his/her home (up to five students) by August 1.
- C. Payment is made to the referring Local Coordinator when the following paperwork is received in the AYA National Office:

- Referral's Local Coordinator paperwork: signed Contract, Host Family Application, and Background Check Form
 - Local Coordinator Referral Form completed and signed
 - Paperwork for new Local Coordinator's first placement(s): Host Family Application, Host Family Interview Form, High School Enrollment Form, High School and Community Profiles, Background Check Form.
- D. The recruiting Local Coordinator must contact the National Office for approval to identify the individual she/he intends to recruit before initiating the recruiting process. Failure to do so will result in forfeiture of payment. The decision to hire a recruit is at the sole discretion of the AYA National Office. All new Local Coordinators must participate in AYA new hire trainings.

Referral Cap: maximum of 5 per year.

LOCAL COORDINATOR CODE OF CONDUCT

As a representative of AYA you are expected to conduct yourself at all times in a manner which positively reflects the objectives and values of the AYA mission. You also agree to:

- Abide by and comply with all program and governmental regulations. It is AYA's responsibility to provide training on all regulations, however, it is your responsibility to actively participate in all trainings and understand all program and federal requirements. You must know enough to determine when to seek advice from supervisors, management and appropriate AYA personnel.
- Conduct yourself professionally and cordially with all AYA staff and program participants, including but not limited to high school personnel, host families, students and other AYA representatives.
- Consult with your Regional Director or appropriate national office staff when sharing information regarding program policy via email, internet or social networking site.
- Issue no false or deliberately misleading statements or advertisement concerning the AYA program to the media, the public or any other persons affiliated with the program. This includes information transmitted via email and social networking sites.
- Contact the AYA national office prior to conducting any live interviews with the media.
- Refrain from and report any behavior that may bring the AYA program notoriety or disrepute.
- Take personal accountability for recognizing and reporting any breaches of conduct or program or federal regulations.
- Serve all program participants of the AYA program impartially, including AYA students, host families and staff persons.

IMPORTANT NOTES

1. Placement Cancellations

- A. **Student Cancellations:** Should a placement be cancelled due to a student cancellation, the Local Coordinator is entitled to keep that placement payment if all required paperwork (as listed above in #1 PLACEMENT) is received within 30 days of the date of placement. If paperwork is received after a student cancellation, the Local Coordinator will not be paid. The Local Coordinator will not earn National Meeting credit for a cancelled placement. However, if the Local Coordinator places a different student with the Host Family, the Bonus Points will be calculated and National Meeting credit will be awarded based on the date of the **original** placement with that host family.
- B. **Host Family Cancellations:** Should a placement be cancelled due to a Host Family cancellation, the Local Coordinator will make every effort to replace the student with another screened host family. Local Coordinators will only receive payment if complete paperwork was received within 30 days of the original date of placement.
- C. **School Cancellations:** **All placements require high school enrollment approval prior to being approved and submitted for compensation.** Should a high school choose to rescind enrollment and the student cannot be replaced in another school, the Local Coordinator is not entitled to keep placement payment.
- D. **For Student and Host Family Cancellations:** Under no circumstances will the Local Coordinator be entitled to more than one placement payment or National Meeting credit per student. **Cancelled placements do not count toward qualifying for the National Meeting and no bonus points are awarded for cancelled placements.**

2. **Limitations:** At staff discretion, AYA may limit the number of students a Local Coordinator can place and supervise per placement season.
3. **Disciplinary Action:** AYA may take disciplinary action against a Local Coordinator for noncompliance with AYA policies and procedures. In such a case, the Local Coordinator will be notified in writing.
4. **Subject to Change:** The Local Coordinator contract is subject to change at any time.

OBLIGATIONS OF AYA

AYA agrees to comply with all reasonable requests of the Local Coordinator and to provide access to all documents reasonably necessary to the performance of Local Coordinator's duties under this Contract.

LIABILITY COVERAGE

As a member of the Academic Year in America team, you are covered as an additional insured under AIFS's comprehensive general liability policy. The scope of this coverage includes your duties related to advising and assisting students, working with host families and other tasks you perform for AIFS. Academic Year in America's liability coverage is currently provided through the Admiral Insurance Company with excess and umbrella liability coverage provided by additional insurance companies.

TERMINATION OF CONTRACT

Notwithstanding any other provisions of this Contract, either party hereto may terminate this agreement at any time by giving written notice to the other party. (Bonus Points become null and void upon the Local Coordinator's termination from the AYA program.)

Any criminal charges confirmed by law enforcement agencies or disclosures on criminal background checks against a Local Coordinator are automatic grounds for termination.

BACKGROUND CHECK

All Local Coordinators and all adult members of the Local Coordinator's household must undergo a background check according to U.S. Department of State and AYA Program regulations. All pertinent information and data will be kept confidential and secure in the AYA database. Please have all members of your household age 18 and older, including yourself, sign the following Background Check Release Form (included in this contract) which permits AYA to perform this check. It is imperative that AYA receives this signed agreement or your Local Coordinator contract will not be valid, regardless of whether you submitted one previously.

Please note: A new Criminal Background Check must be completed each year for all Local Coordinators and members of their households over the age of 18. Failure to complete the enclosed Background Check Release Form will result in an invalid contract.

SIGNATURE

The Local Coordinator is required to submit the following paperwork for his/her own family as the contract states that in case of an emergency, the Local Coordinator be willing to take in the student on a **temporary** basis. **Please check one statement from each section:**

- My Host Family Application for 2012 is enclosed as part of this Contract.
- OR:** My Host Family Application, dated 2011, is already on file in the AYA National Office.

- My Host Family Interview has been completed and is being sent in by my Supervising Local Coordinator.

- All members of my household age 18 and older, including myself, have signed the Background Check Release Form and submitted it to AYA.

- I verify that I have received adequate training from the AYA office and I fully understand and am capable of fulfilling my responsibilities as outlined in this agreement.

- I verify that I have received the U.S. Department of State regulations and I understand I am responsible for abiding by and complying with all regulations.

I understand that from time to time, the AIFS Foundation publicity material may include statements by its Local Coordinators and/or their photographs, and I consent to such use of comments and photographic likenesses.

Local Coordinator (please print)

Field Staff Administrator

Signature Date

Signature Date

Reprint from the Code of Federal Regulations

Washington, D.C. 20547

Criteria for Exchange Teenager Program
sec. 22 CFR 62.25 Secondary school students

PART 62—EXCHANGE VISITOR PROGRAM

■ 1. The Authority citation for part 62 is revised to read as follows:

Authority: 8 U.S.C. 1101(a)(15)(J), 1182, 1184, 1258; 22 U.S.C. 1431–1442, 2451 et seq.; Foreign Affairs Reform and Restructuring Act of 1998, Pub. L. 105–277, Div. G, 112 Stat. 2681 et seq.; Reorganization Plan No. 2 of 1977, 3 CFR, 1977 Comp. p. 200; E.O. 12048 of March 27, 1978; 3 CFR, 1978 Comp. p. 168; the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Pub. L. 104–208, Div. C, 110 Stat. 3009–546, as amended; Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT) (Pub. L. 107–56), Section 416, 115 Stat. 354; and the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107–173; 116 Stat. 543.

■ 2. Section 62.25 is revised to read as follows:

§ 62.25 Secondary school students.

(a) *Purpose.* This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) *Program sponsor eligibility.* Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in § 62.2.

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for

students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other

incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and email;

(8) Make certain that the exchange student's government issued documents (i.e., passports, Forms DS–2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) *Student selection.* In addition to satisfying the requirements of § 62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) *Student enrollment.* (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) *Student orientation.* In addition to the orientation requirements set forth at § 62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program

along with a detailed summary of travel arrangements;

(2) A copy of the Department's welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) *Student employment.* Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a

detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) *Host family orientation.* In addition to the orientation requirements set forth in § 62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) *Host family placement.* (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in

writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) *Advertising and Marketing for the recruitment of host families.* In addition to the requirements set forth in § 62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) *Reporting requirements.* Along with the annual report required by regulations set forth at § 62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and

semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

A new Appendix F is added to Part 62, as follows:

Appendix F to Part 62—Information To Be Collected on Secondary School Student Host Family Applications

Basic Family Information:

a. Host Family Member—Full name and relationship (children and adults) either living full-time or part-time in the home or who frequently stay at the home)

b. Date of Birth (DOB) of all family members

c. Street Address

d. Contact information (telephone; e-mail address) of host parents

e. Employment—employer name, job title, and point of contact for each working resident of the home

f. Is the residence the site of a functioning business? (e.g., daycare, farm)

g. Description of each household member (e.g., level of education, profession, interests, community involvement, and relevant behavioral or other characteristics of such household members that could affect the successful integration of the exchange visitor into the household)

h. Has any member of your household ever been charged with any crime? Household Pets:

a. Number of Pets

b. Type of Pets

Financial Resources:

a. Average Annual Income Range: Less than \$25,000; \$25,000–\$35,000; \$35,000–\$45,000; \$45,000–\$55,000; \$55,000–\$65,000; \$65,000–\$75,000; and \$75,000 and above. Note: The form must include a statement stating that: "The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities"

b. Describe if anyone residing in the home

receives any kind of public assistance (financial needs-based government subsidies for food or housing)

c. Identify those personal expenses expected to be covered by the student Diet:

a. Does anyone in the family follow any dietary restrictions? (Y/N) If yes, describe:

b. Do you expect the student to follow any dietary restrictions? (Y/N) If yes, describe:

c. Would you feel comfortable hosting a student who follows a particular dietary restriction (ex. Vegetarian, Vegan, etc.)? (Y/N)

d. Would the family provide three (3) square meals daily?

High School Information:

a. Name and address of school (private or public school)

b. Name, address, e-mail and telephone number of school official

c. Approximate size of the school student body

d. Approximate distance between the school and your home

e. Approximate start date of the school year

f. How will the exchange student get to the school (e.g. bus, carpool, walk)?

g. Would the family provide special transportation for extracurricular activities after school or in the evenings, if required?

h. Which, if any, of your family's children, presently attend the school in which the exchange visitor is enrolled?

If applicable list sports/clubs/activities, if any, your child(ren) participate(s) in at the school

i. Does any member of your household work for the high school in a coaching/teaching/or administrative capacity?

j. Has any member of your household had contact with a coach regarding the hosting of an exchange student with particular athletic ability?

If yes, please describe the contact and sport.

Community Information:

a. In what type of community do you live (e.g.: Urban, Suburban, Rural, Farm)

b. Population of community

c. Nearest Major City (Distance and population)

d. Nearest Airport (Distance)

e. City or town website

f. Briefly describe your neighborhood and community

g. What points of interest are near your area (parks, museums, historical sites)?

h. Areas in or near neighborhood to be avoided?

Home Description:

a. Describe your type of home (e.g. single family home, condominium, duplex, apartment, mobile home) and include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, student's bathroom, and family and living areas.

b. Describe Primary Rooms and Bedrooms

c. Number of Bathrooms

d. Will the exchange student share a bedroom? (Y/N) If yes, with which household resident?

e. Describe the student's bedroom

f. Describe amenities to which the student has access

g. Utilities

Family Activities:

a. Language spoken in home

b. Please describe activities and/or sports each family member participates in: (e.g., camping, hiking, dance, crafts, debate, drama, art, music, reading, soccer, baseball, horseback riding)

c. Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g., homework, household chores, curfew (school night and weekend), access to refrigerator and food, drinking of alcoholic beverages, driving, smoking, computer/Internet/E-Mail)

Would you be willing voluntarily to inform the exchange visitor in advance of any religious affiliations of household members? (Y/N)

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own? (Y/N)

Note: A host family may want the exchange visitor to attend one or more religious services or programs with the family. The exchange visitor cannot be required to do so, but may decide to experience this facet of U.S. culture at his or her discretion.

How did you learn about being a host family?

References:

Dated: October 21, 2010

Sally J. Lawrence,

Director, Office of Designation, Bureau of Educational and Cultural Affairs, Department of State.

[FR Doc. 2010-27200 Filed 10-26-10; 8:45 am]

BILLING CODE 4710-05-P

2011 AYA Program Rules

Failure to abide by the following rules may result in dismissal from the program and termination of your visa:

1. Students must abide by all U.S. laws.
2. It is against the law in the United States for high school students to buy or drink alcohol. This law applies to all AYA students as well. The legal age for buying and consuming alcohol in the United States is 21.
3. The use of drugs for non-medical reasons by AYA students under any circumstances is strictly forbidden. Examples of non-medical (illegal) drugs are cocaine, LSD and marijuana.
4. AYA students are not permitted to hitchhike.
5. AYA students are not permitted to purchase, carry or use firearms under any circumstances.
6. AYA students are not permitted to hold part-time jobs; the J-1 visa does not allow it. A non-immigrant alien who accepts paid employment is subject to deportation. If students would like to earn spending money during their stay, they are permitted to hold small jobs (no more than 10 hours per week) such as baby-sitting and grass cutting.
7. Students are not permitted to drive any motor vehicle (including motorcycles, mopeds and cars) except during the course of an accredited driver education class. Students may enroll in a school-sponsored driver education class if their Host and Natural Parents permit it and it is permissible in the host state.
8. Students are not permitted to smoke or possess cigarettes while on the AYA program.
9. The AYA program is an academic program. If a student is expelled from school for any reason, it is grounds for immediate dismissal from the program.
10. Students must attend school daily unless sick and under a doctor's care or with special permission from host parents. Students must complete all homework and assignments.
11. Students must carry a full course load and maintain a "C" average or better in all classes. Students must also enroll in an appropriate English language or literature course and an American Studies course.
12. Students are not permitted to visit such places as pornographic shops, adult theaters, drinking establishments or any websites related to pornography.
13. Students must respect and abide by all host family rules, act as a member of the family and voluntarily help with household chores.
14. Students are not permitted to talk about the host family's private affairs with others.
15. Students cannot change families and schools without mediation or due process. Students are not to change host families within the first 30 days of the program. Students cannot move from the host family home without permission of the local coordinator.
16. Students are allowed to travel only if accompanied by a responsible adult (21 years of age or older), if: a.) their AYA Regional Director has received

an Independent Travel form signed by their natural parents; b.) their host family approves; and c.) the trip does not involve missing any school. The exception is a school-sponsored trip. Students must notify their Local Coordinator of all travel plans at least one week prior to the trip. Students may not return to their homeland for Holidays or for any reason other than an extreme emergency.

17. Students must show respect for their Local Coordinators and obey their instruction.
18. Students must not participate in any sexual contact or sexual activity that is culturally inappropriate in the U.S. including (but not limited to) contact with minors or with any members of the Host Family household.
19. Athletic eligibility or participation is not guaranteed. It is dependent on the local and national rules and school policies.
20. High school graduation diplomas are not guaranteed. They are dependent on local and national rules and individual school policies.
21. All students must have insurance coverage through AYA or coverage through their overseas partner.
22. Students cannot have participated in an academic year or semester, secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status before joining the AYA program.
23. Parents and friends may not visit the student during the program and may not disturb the host family life. If relatives and friends would like to visit, they must wait until the end of the program.
24. No student may enter into any contractual agreement, be it business, marital or religious, while on the program.

ADDITIONAL GUIDELINES:

Students must always be aware of their responsibility as exchange students and make a determined effort to be successful in their school, host family and host community.

Students should limit contact with other exchange students during the program and make all necessary efforts to have contact with U.S. citizens.

On special occasions (Christmas, birthdays, etc.) student's priority must be to spend this time with the host family.

Students should limit international phone calls and e-mails to parents or friends and should pay for all calls made promptly.

It is your responsibility to know and abide by the rules outlined here which are for your safety and well-being. We expect you to cooperate with these rules and we encourage you to ask your host family, Local Coordinator or call AYA directly to explain the rules if you do not understand them.

Termination from the AYA Program: Any student who fails to comply with the AYA rules, the host family rules or local, state and federal laws may be terminated from the AYA program and sent home. All costs for any expenses involved in doing so will be the student's responsibility and no refund of program fees will be issued.