

Bewerbungsbogen / Application form

Der Schüler / die Schülerin / the student

Adresse / address:

Telefonnummer / Phone number:

E-Mail:

Geburtsdatum / date of birth:

Nationalität(en) / Citizenship(s):

*Bitte alle vorhandenen Staatsbürgerschaften & Pässe angeben / Please state all existing citizenships & passports
Kopien von allen gültigen Pässen beifügen / Attach copies of all valid passports*

bewirbt sich / applies for:

- Staatliche Schule mit Gastfamilienunterkunft / state school with host family accommodation
 Privatschule mit Gastfamilienunterkunft / private school with host family accommodation
 Privatschule mit Internatsunterbringung / Private boarding school

Gewünschter Starttermin/preferred start of program:

Gewünschte Dauer/preferred duration:

- 2 months 3 months 5 months 6 months 7 months 1 school year (10,5 months)

Other duration (upon request)

Gewünschter Standort/preferred destination

- | | |
|---|---|
| <input type="checkbox"/> Augsburg + surroundings | <input type="checkbox"/> Itzehoe + surroundings |
| <input type="checkbox"/> Hannover + surroundings | <input type="checkbox"/> Mainz/Wiesbaden + surroundings |
| <input type="checkbox"/> Nuremberg + surroundings | <input type="checkbox"/> Schwerin + surroundings |
| <input type="checkbox"/> Others (upon request) | <input type="checkbox"/> "Standard" – wherever Learn&Study will send me |

Name d. Schülers / name of student

**Spezielle Anforderungen seitens der Schule oder des Heimatlandes /
Special demands on the part of the school or the homeland:**

- Noten benötigt/marks are necessary
 Benotetes Schulzeugnis wird benötigt/School certificate incl. transcript is necessary
 Apostille benötigt/Apostille required
 Folgende Fächer müssen unbedingt belegt werden/these subjects have to be attended mandatory:

Andere Anforderungen/other requirements:

Eigene Wünsche (können nicht garantiert werden, wir versuchen diese aber bei der Zuordnung zu berücksichtigen)/ Personal requests (can not be guaranteed, but we try to respect them as far as possible):

Der Schüler/die Schülerin muss nachweisen, dass er/sie über ausreichend Deutschkenntnisse verfügt. Die kann durch ein Sprachdiplom, einen Einstufungstest oder ein Schulzeugnis erfolgen./The student must prove his/her German level. This can be done through a language diploma, an entrance test or a school certificate.

Deutsch-Niveau/German level

Art des Nachweises/Kind of proof

Agentur / Agency

Ort und Datum / Place and date

Unterschrift / Signature

Stempel / Stamp

Angaben zum Bewerber / Personal details of the applicant

Vorname(n) / First Name(s):

Nachname / Surname:

Geburtstag / Date of birth

männlich / male

weiblich / female

Nationalität / Nationality

Muttersprache / mother tongue

Religion:

Allergien / Allergies:

Vegetarier / Vegetarian

ja / yes

nein / no

Hobbys / Hobbies

Eltern / Parents

Mutter / mother

Vater / father

Vorname / first name

Nachname / surname

Nationalität / nationality

Alter / age

Beruf / profession

Geschwister / siblings

Vorname / first name

Alter / age

Lebst du mit anderen Personen zusammen als die oben aufgeführten? /
Do you live with other people than the above ones?

no

Ja / yes mit wem? / with whom?

Seit wann lernst du Deutsch? / Since when are you studying German?

Im Notfall zu verständigen / to be contacted in case of an emergency:

Gesundheitszeugnis / Certificate of health

Wichtig: Dieses Formular ist vom Hausarzt auszufüllen und zu unterzeichnen! (Bitte Druckschrift)
Important: This form has to be completed and signed by the examining physician! (Type characters)

Name des Patienten / Patients name:

Geburtsdatum / date of birth:

männlich / male

weiblich / female

Größe / Height

Gewicht / Weight

Allergien / Allergies:

Unverträglichkeiten von Arzneimitteln / Incompatibilities to any drugs or medications:

Regelmäßige Einnahme dieser Medikamente/Regular use of these drugs or medications:

keine chronischen Erkrankungen / no chronic illness

leidet an folgender chronischer Erkrankung / suffers from the following chronic illness:

Erbkrankheiten in der Familie / Hereditary diseases in the family:

Krankengeschichte / Medical history:

Kinderkrankheiten / Childrens diseases:

Windpocken / Chicken pox

Röteln / German measles

Mumps

Masern / measles

Sonstige / Others:

Scharlach / Scarlet fever

Gelbsucht / Jaundice

Typhus

Malaria

Diabetes

Asthma

Lungenentzündung / Pneumonia

Operationen / Surgeries:

Blinddarmoperation / appendectomy

Mandeln entfernt / Tonsils taken out

andere wichtige Operationen / other important operations:

Ort und Datum / place and date

Stempel / stamp

Unterschrift des Arztes / signature of the doctor

Schulbestätigung / School Statement

Vom Klassenlehrer oder Deutschlehrer der Heimatschule auszufüllen (bitte Druckbuchstaben)
To be completed by the class teacher or German teacher of the home school (Type characters)

Name d. Schülers / name of student

Name der Heimatschule / Name of home school

Spezielle Fachrichtung / special field

Schuladresse / school address

Name des Deutschlehrers / name of the German teacher

aktuelle Klasse / Grade at the moment

Welche Klasse sollte der/die SchülerIn in Deutschland besuchen? / Which grade should the student attend in Germany?

Hat der/die SchülerIn eine Klasse wiederholt? / Has the student repeated a class?

nein / no

yes / ja Bitte erklären Sie warum / please explain why

War der/die SchülerIn häufig abwesend?/Does the student have a history of frequent absences from school?

nein / no

yes / ja Bitte erklären Sie warum / please explain why

Seit wann lernt der/die SchülerIn Deutsch? / Since when is the student studying German?

Welche Fächerbelegung ist für diesen Schüler in Deutschland Pflicht? / Which subjects will have to be attended by the student in Germany?

Mathe/maths

Deutsch/German

Englisch/English

Physik/physics

Chemie/chemistry

Biologie/biology

Sport/sports

others:

Hat der Schüler disziplinaire Probleme? / Does the student have any disciplinary problems?

ja

nein

Empfehlen Sie für den/die SchülerIn einen Schüleraustausch? / Do you recommend a student exchange for the student?

ja

nein

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Special demands on the part of the school or the homeland:**

- Noten benötigt/marks are necessary
- Benotetes Schulzeugnis wird benötigt/School certificate incl. transcript is necessary
- Apostille benötigt/Apostille required
- Andere Anforderungen/other requirements:

Ort und Datum / place and date

Stempel / stamp

Unterschrift des Lehrers / signature of the teacher

Bitte eine Kopie der letzten beiden Schulzeugnisse beifügen! Please enclose a copy of your last 2 school records!

Lebenslauf / Curriculum vitae

Name d. Schülers / name of student

Bitte schreibe hier etwas über dein Leben, deine Familie, deine Freunde, deine Wünsche und Träume. Mit diesen Zeilen, sowie dem Familienalbum stellst du dich deiner Gastfamilie vor, die schon ganz gespannt ist, wer sie besuchen wird.

Beschreibe deine Lebensweise, Hobbies, warum du gerne Deutsch lernen möchtest etc. Warst du schon einmal im Ausland? Treibst du gerne Sport? Bitte schreibe deinen Lebenslauf handschriftlich! Wenn du mehr Platz brauchst, nutze bitte die Rückseite oder zusätzliche Blätter!

Familienalbum / Family album

Name d. Schülers / name of student

Bitte klebe auf die Vorder- und Rückseite mehrere Fotografien von dir, deiner Familie und deinen Freunden, um den Gasteltern einen Eindruck von dir und deinem Leben zu vermitteln. Gib zu jedem Bild eine kurze Beschreibung. Achte darauf, dass die Foto's nicht zu alt sind, so dass deine Gastfamilie dich bei der Begrüßung erkennen kann.

Elternerklärung / Parent's statement

Name d. Schülers / name of student

Ich bin / wir sind damit einverstanden, dass mein(e) / unser(e) Sohn/Tochter am „Learn&Study“ Gastprogramm in Deutschland teilnimmt. Ich / wir erlaube(n) meinem / unserem Kind selbständig in die Bundesrepublik Deutschland zu reisen, um dort für die Dauer des gebuchten Zeitrahmens in einer Gastfamilie/Internat zu leben.

Ich / wir übernehme(n) die gesamten anfallenden Kosten für die Reise nach Deutschland und zurück, die Programmgebühren sowie Kosten für Lehrmaterialien und die öffentlichen Verkehrsmittel. Des Weiteren finanziere(n) ich / wir alle persönlichen Ausgaben meines / unseres Kindes.

Ich / wir entbinde(n) die Gastfamilie und Gastfamilienmitglieder, die gastgebende Organisation „Learn&Study“ sowie deren Angestellte und ernannte Vertreter von jeglichen finanziellen Verpflichtungen im Krankheits- oder Todesfall meines / unseres Kindes.

Sobald die Gastfamilie für mein/unser Kind feststeht werde ich der Gastfamilie mit dem beigefügten Formular (teilweise) das Sorgerecht übertragen, damit die Gastfamilie dringende und wichtige Entscheidungen umgehend treffen kann.

Ich bin / wir sind einverstanden damit, bei gravierendem Fehlverhalten und / oder Schadensfällen – verursacht durch mein/unser Kind - die volle moralische und finanzielle Verantwortung für einen Gastfamilienwechsel, Regressansprüche, sowie gegebenenfalls einen Programmabbruch und die Rückreisekosten zu übernehme(n). Sollte mein/unser Kind aus dem Programm ausgeschlossen werden müssen, so ist binnen einer angemessenen und kurzen Frist, die von „Learn&Study“ benannt wird die Rückreise durch die Eltern zu organisieren und zu finanzieren oder alternativ eine vor Ort ansässige neue Sorgerechtsperson zu benennen. Der Gerichtsstand ist Dillenburg in Deutschland.

Mit meiner Unterschrift bestätige(n) ich / wir, dass mir die gültigen Geschäftsbedingungen bekannt sind und ich / wir diese akzeptiere.

I / we agree that my / our son/daughter has permission to participate in the „Learn&Study“ program in Germany. I / we give permission to my / our son/daughter to travel independently to the Federal Republic of Germany to stay there for the duration of the booked time frame in a host family.

I / we agree to bear all expenses for transportation to and from Germany, program fees, teaching material and local transportation cards. Besides I / we will finance all personal issues of mine / our child.

I also agree to release the host family, members of the host family, host organization „Learn&Study“ and its employees and representatives of any financial responsibility in the case of illness or death.

As soon as the host family is fixed I will authorize the host family with the attached “authorization of custody” so that the host family can do urgent and important decisions in time.

I / we agree that in case the student shows bad behaviour or causes damage of any kind, I / we will assume the full moral and financial responsibility for a guest family change, claims of recourse, as well as if necessary a exclusion of the program and the cost of return to the home country.). In cases my / our child has to be excluded from the program the organization and payment of travelling back has to be done in a short but adequate time – “Learn&Study” will decide about this time. Alternatively another person living nearby in Germany has to be named as responsible person for child custody. Place of law is Dillenburg in Germany.

With my signature I / we confirm that I / we have knowledge of the terms and conditions of „Learn&Study“ and accept them.

Ort und Datum
place and date

Unterschrift Mutter o. gesetzl. Vertreter
signature mother or guardian

Unterschrift Vater o. gesetzl. Vertreter
signature father or guardian

RULES for HIGH SCHOOL PROGRAMS with Learn&Study:

- I. **DANGEROUS ACTIVITIES:** Skydiving, hang gliding, glider riding, parachute jumping, parasailing, jet skiing, bungee jumping and riding in hot air balloons are prohibited.
- II. **DRINKING:** Consuming alcoholic beverages is not allowed while on the exchange program. However, the legal drinking age in Germany is sixteen. Natural parents and partner agency must sign whether they allow the exchange student to drink alcohol in the physical presence of the host family or if they don't allow it at all. Please see "Alcohol Authorization Form".
- III. **DRUGS:** The student is required to refrain from using drugs of any kind (other than prescribed drugs for health purposes). Further, no association is to be maintained with anyone involved with drugs or drug use in any way.
- IV. **FINAL AUTHORITY:** A. Students must respect all decisions made by L&S and its coordinators or staff. B. L&S reserves the right to dismiss a student from the program, if there should arise, in the judgment of L&S officials, a condition likely to be detrimental to the health of the student. C. L&S reserves the right to dismiss a student from the program should the student violate the Standards of Conduct or for other disciplinary problems.
- V. **HITCHHIKING:** Hitchhiking is extremely dangerous. Students are not permitted to hitchhike, either alone or with friends.
- VI. **HOST FAMILY REGULATIONS:** Each family has rules and regulations which help it function effectively. It is imperative that each student makes every effort possible to understand what his/her family expects. Each student must be respectful of his/her host family and the rules that govern the household. Activities must be approved by the host family. At all times, the student's host family must know where the student is, with whom and when the student will return.
- VII. **LAW VIOLATIONS:** If a student admits to a criminal law violation, or is arrested and charged, or if reliable information is received that the student will be arrested and charged, the student will be returned to his/her home country as soon as legally possible. Students are expected to obey all laws of the host country, state, city and community.
- VIII. **LEAVING THE PROGRAM:** A student may not leave the program at any time without the express written consent of L&S. Students are not permitted to return home during the program. Doing so will be considered leaving the program. When a student leaves the program, except for emergencies, he/she may not return to the program. The student may leave the program due to death or serious illness in the immediate family or for other bona fide emergency situations as determined by L&S.
- IX. **MONEY:** Because each student is responsible to purchase his/her personal items, clothing, entertainment, etc. each student is required to have at his/her disposal, a minimum of € 180 each month. It is strongly recommended for each student to open up a bank account in Germany. Each student is responsible for his/her own spending money. L&S is not responsible for any lost or stolen money. It is against L&S regulations for a student to place his/her money in the host family's bank account. Further, no student shall lend money to, or borrow money from any member of his/her host family.

- X. LANGUAGE TUITION:** Advanced knowledge of German is required for high school entry. It has to be proofed through an official certificate or will be tested through an assessment test prior to arrival.
- XI. SCHOOL:** A. The student is on an Exchange-Visitor or Student Visa and must attend school regularly and obey all school rules. B. The student is expected to show an interest in his/her school work and make an effort to do his/her best. C. If, in the school's or L&S's opinion, the student needs a language tutor to succeed in class(es), L&S will help to arrange for such a tutor. The cost for tutoring will be the sole responsibility of the student's natural parents. D. If the student is given a failing mark in attitude as an official complaint from the school, he/she will be returned to his/her home country. E. Dismissal from school will result in dismissal from the program.
- XII. SEXUAL MISCONDUCT:** The exchange experience is not intended to be a time in which romantic attachments are formed. The exchange student is an ambassador of his/her country. Therefore, it is extremely important that the student's moral behavior be beyond reproach at all times. If it is found that a student is involved in a sexual relationship while sponsored through the L&S program, that student may be returned to his/her own country immediately. If it is found that a student is pregnant while staying with the L&S program, that student will be dismissed from the program.
- XIII. SMOKING:** The student must follow the rules of his host family and refrain from smoking in the home if required. In Germany smoking is not allowed for people under 18 years in general.
- XIV. PORNOGRAPHY:** Purchase, possession and/or downloading of pornography is not permitted.
- XV. INTERNET AND E-MAIL:** While use of the Internet and e-mail is generally deemed acceptable, it may also be detrimental to a student's program. Students must respect and abide by host family and school rules in relationship to use of computer, Internet and e-mail.
- XVI. TRAVEL:** Students will be permitted to travel while in the host country only according to the following conditions: A. If with the host family and if longer than overnight, the L&S coordinator must be informed of dates and a phone contact where the student can be reached in case of emergency. B. If with another family, the host family must approve and the same regulations as "A" above. C. School and group-sponsored trips are permitted. Again, host family must approve and L&S coordinator must be notified. D. If independently to visit another family, the inviting family must confirm the invitation with the host family and L&S coordinator. E. Travel by air, bus or train in Germany (it is not allowed to travel abroad while the running host school program) is permitted only under the following conditions: 1. Chaperoned group trips. 2. Direct trips from departure point directly to destination, to be met by visiting family. But also about these trips L&S has to be informed in a written form, in advance, from the natural parents. Please note: Unauthorized travel may be cause for dismissal from the program.
- XVII. WORK AND JOBS:** Students staying by L&S in a High School Program are in the host country on an Exchange-Visitor Visa. It is against the law for an exchange student to hold a job or seek employment. Exceptions to this may be occasional baby-sitting, lawn mowing or other odd jobs which might be offered to the student by his/her host family or the host family acquaintances.

- XVIII. VISITS FROM RELATIVES AND FRIENDS:** Visits from relatives and friends should be restricted to the end of the student's program. Earlier visits may result in disruption of student/host family adaptation process. Approval of host family must be obtained prior to the visit. Guests may not expect that host families will be able to accommodate them in the host home.
- XIX. WRONGDOING:** Impeccable, disciplined behavior on the part of the participants towards host parents, roommates, classmates and all L&S employees is required. L&S reserves the right to terminate the contract without notice in the event of gross violations of applicable customs or school or house rules. In the event of undisciplined behavior, as well as violations of German law (e.g. theft, drug abuse, property damage and personal injury), L&S reserves the right to exclude participants directly from the course or program. The participant or their legal guardian bears the costs for early departure. A refund from L&S will not be granted.
- XX. CANCELLATION:** Cancellations or partial cancellations of services booked in advance are no longer possible after the course has started. If a participant cancels the booked course or the selected program through no demonstrable fault on the part of L&S, a refund is not possible.
- XXI. HIDDEN DISEASES:** Should mental or physical illnesses of the students be concealed from us in advance, we reserve the right to return the students at their expense without reimbursement of the program costs.
- XXII. ARRIVAL:** Arrival and departure should take place between 8.00 am and 8.00 pm. If this is not possible, we ask for prior consultation. We reserve the right to charge additional costs in this case.
- XXIII. PRIVACY:** The personal data and information will be treated confidentially by us. By signing, you agree that we will pass on the personal data, photos and films to the bodies entrusted with the stay of your child (potential host families, host schools, authorities, health insurance, etc.).

In addition to these registration conditions, our general terms and conditions apply, which you can view on our website.

AGREEMENT

We, the student and parent(s) or legal guardian, have read and understand all details above. We agree to obey these rules and understand that disobeying them will result in the student's dismissal from the program and being returned to his/her home country.

Signature of Student

Date

Signature of Mother or Legal Guardian

Date

Signature of Father or Legal Guardian

Date

LIABILITY RELEASE

We, the undersigned, as the participant, and the parent(s) or legal guardian(s) of a participant in a program organized and directed by L&S Management, hereby release L&S, its Officers, Board of Directors, Agents, Coordinators and Schools where the participant may be assigned, from any and all current and future claims, charges, costs and/or causes of action for loss of property, personal injury, illness, accident or death sustained by the participant for the duration of the L&S program, whether covered by insurance or not. We further understand and agree we are responsible for any loss, damage or injury caused by the participant in the L&S exchange program.

We understand and agree that the participant will be subject to authorities and teachers of the school where he/she may be assigned and that he/she must follow the rules set forth by the host family with whom he/she may live.

We have read and understand the "Rules for High School Programs" and agree that the participant must follow and abide by these rules and regulations as outlined.

As the parent(s) or legal guardian(s) of the participant we agree to supply our child with a minimum € 200,00 per month in spending money to cover his/her needs and expenses for the duration of his/her exchange program and return home. We understand and agree that L&S is not responsible for my/our child's money or personal property, whether lost or stolen, while he/she is participating in the L&S Exchange program.

We grant L&S permission to use photographs, or any other materials in which the participant may appear, for promotion or publicity of the organization's programs.

If we have personally misrepresented, or have knowledge of misrepresentation of any portion of this application, we understand that L&S has the option of immediately dismissing the participant from the L&S program and repatriating the participant. In the event of repatriation, we shall bear all costs incurred and understand that any and all program fees are nonrefundable.

The company Alexander Henrich Learn&Study reserves the right to claim financial claims that the German state may demand from Learn&Study (Alexander Henrich) as the organizer of the stay in Germany from the parents or legal guardians for unlawful conduct of the student, including possible legal fees associated with this procedure.

Signature of Student

Date

Signature of Mother or Legal Guardian

Date

Signature of Father or Legal Guardian

Date

TERMINATION OF PROGRAM

I/We understand that my/our child's L&S Management program terminates one week following the closure of school or at the time of his/her group departure and return to home country, whichever is earlier. L&S does not accept any responsibility for students who remain within the country as tourists for longer than the stipulated time period.

Signature of Student

Date

Signature of Mother or Legal Guardian

Date

Signature of Father or Legal Guardian

Date

AUTHORIZATIONS

MEDICAL RELEASE AUTHORIZATION

In case of illness, accident or injury, I/we grant permission to L&S Management, its representatives, the high school where my/our child is enrolled, and/or my/our child's host family to authorize examination and treatment for my/our child, by qualified medical personnel.

I/we also grant L&S, the high school where my/our child is enrolled, and his/her host family, all necessary permissions to act as legal guardians, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

This authorization also grants permissions to release information regarding my/our child in order to receive any and all inoculations or immunizations required by federal, state and/or school authorities for participation in the L&S program. This Medical Release Authorization shall be valid for the entire duration of the L&S program in which my/our child is participating.

Signature of Mother or Legal Guardian

Date

Signature of Father or Legal Guardian

Date

TRAVEL AUTHORIZATION

I/We authorize L&S Management, its representatives, and my/our child's host family to allow my/our child to travel, within the guidelines as established in the L&S Standards of Conduct.

It is understood that this authorization is signed in advance and eliminates the necessity of obtaining our signature(s) at the time of any L&S approved travel for the duration of my/our child's participation in this program.

Signature of Mother or Legal Guardian: _____

Date: _____

Signature of Father or Legal Guardian: _____

Date: _____

ALCOHOL AUTHORIZATION

We would like to point out that it is forbidden by L&S and our partner agency

(name of agency) abroad to consume alcoholic beverages while the student is on the exchange program. However, the legal drinking age by law in Germany is 16 years of age and it is common for young people to drink at family parties, for example. Exchange students also often ask their host families if exceptions can be made to the non-alcohol rule. We do not wish our host families to be forced to make the decision to allow or forbid this. Therefore, we ask the natural parents and our partner agency to sign a written agreement with their approval or disapproval of drinking alcoholic beverages.

Student Name (Please print name):

If this agreement is broken the student can be sent home.

Natural parents please confirm:

I/We forbid my/our child to drink alcoholic beverages at all while on the German exchange program:

I/We do allow my/our child to drink alcoholic beverages only in the physical presence of the host family.

Signature of Mother or Legal Guardian: _____ Date: _____

Signature of Father or Legal Guardian: _____ Date: _____

Partner agency please confirm:

_____ (Name of partner agency) forbids the exchange student to drink alcoholic beverages at all while on the German exchange program.

_____ (Name of partner agency) allows the exchange student to drink alcoholic beverages only in the physical presence of the host family.

Signature of partner agency: _____ Date: _____

INSURANCE

To avoid difficulties with applying for visa and with the "Ausländerbehörde" (office of foreign affairs) in Germany, we have already included an adequate health insurance, you will receive the confirmation needed for German embassy after we received your payment for the program.

Authorization Child Custody - Vollmacht des Sorgerechts

Constitutents:

(Parents)

name

address

Authorized person/s:

(Host parents)

name

address

Child:

(Exchange student)

name

address – see host parents

For the period of the High School Program in Germany I/we authorize in the frame of child custody the above mentioned person/s. We authorize them for relevant decisions about our child during the period of High School Program in Germany without inclusion of us. Especially (but not only) the following points are meant:

- Class and field trips with the school
- Vacations in Germany or foreign countries (together with the host family)
- Urgent doctor/hospital visits – medical checkups, surgeries etc.
- Registration and changes at school
- Registration, application and changes, giving information, getting information from relevant offices (town hall, foreigners office etc.)
- Relevant business activities (e. g. opening a bank account etc.)

The authorization is limited for the whole period of the High School Program stay in Germany from

till

Place, Date

Signature/s constitutents