



**Welcome to the Application Process for the
Sutherland-Lakewood Exchange Program for 2020 - 2021**

Where do I begin?

If you are reading this you are most likely getting ready to start your application. As you can see there are a lot of forms to be filled out and information and documents to be collected before you are ready to submit your application. The entire application process may seem daunting and complicated at the beginning but can be easily broken down into smaller, easy to manage steps.

You may be asking why we need so much information about you and your family... The answer is simple – we need to be sure that you and your family are suitable candidates for the exchange program. This is not a short time program and we need to be assured that you and your family fully understand the commitment you will all be undertaking if selected.

If you are selected, the information you and your family have supplied will also be used to assist us in pairing you with an American family. Please understand that a very similar process is occurring in Lakewood, Colorado to select suitable American students and families.

When do applications close?

Applications for the 2020-2021 program close on Sunday 1st March, 2020.

First Steps

Please download and print all of the information and application forms. Before starting to complete the applications, read through these in detail and discuss them with your family. In particular, please pay attention to Form AG1. This form contains the agreements that you and your parents / guardians will be asked to sign if you are selected. You may also like to make a list of questions that you have. You can ask these at any of the information sessions or by contacting the Committee President Gaye Tie



Application Documentation

The following documents are required to be submitted for evaluation to the exchange committee.

NB. This may take weeks to gather, complete and get signed, so please start early.

- **AP1 – Student Application Form**
Consists of a series of questions and essays to be completed by the Student. Once completed please print and sign the front page.
- **AP2 – Parent | Guardian Application Form**
Consists of a series of questions and an essay to be completed by a Parent | Guardian. Once completed please print and sign the front page.
- **CL1 – Application Cover Letter**
Please complete, print and sign.
- **\$25 Application Fee – When you have submitted please you will be provided with bank details to pay.**
Please submit the non---refundable application fee with your application.
- **Form SL1 – School Principal's Form**
Request your principal read, sign and stamp the form and return it to you.
- **Year 7, 8 & 9 half yearly and yearly reports**
Please have copies ready to be submitted with your application forms. We use these reports to check that you meet the minimum academic requirements for the exchange.
- **Referee Letter**
Approach 2 adult referees and seek permission to use them as referees for your application. Request a written reference from at least one of them. A copy of this reference must be submitted with your completed applications.
- **Teacher Referee Letter**
Approach your Year Advisor, current English teacher and one other teacher and seek permission to use them as referees for your application. You will also need a written reference from your current English teacher. A copy of this reference must be submitted with your completed applications.
- **Letter of Application to Jefferson County Schools Board**
Write a letter of application (minimum of 80 words) to the Jefferson County Schools Board. This letter is not to explain why you want to be selected for the exchange but why you should be allowed to attend an American High School. It should include information about yourself and your reasons for wanting to attend school in Jefferson County.



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It must be set out in letter format. It should read like a job application promoting your academic qualities and what you expect to achieve by attending an American school. This letter will be forwarded and read by officials of the Jefferson County School Board. It is a requirement for enrolment. This letter must be submitted with your completed applications.



o **Images**

Provide 6 x images (jpeg format only and 1MB or less) in your application.

- a. 3 x different recent images of yourself
- b. 2 x different recent images of you with your family
- c. 1 recent image of the front of your home

o **NSW Working with Children Check**

Every adult (18 years and over) member of your household must successfully complete a NSW Working with Children Check. The check is free for volunteers and can be applied for online at <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>. Nominate "residential services" as your child related sector, and follow the online instructions. Complete the application at your nearest Service NSW.

Submitting your application: Please submit your application by email, with all documents, forms and photos included. You can share it with us by google drive or dropbox etc. It's a good idea to send a separate email with no attachments, simply stating you've applied, so we can check we have received the full application through. Please email your application to suthlakgroup@gmail.com
Applications Close Sunday 1st March.

We realise that applying for the Student Exchange Program represents a large investment in time and effort by yourself and your family. We thank you for your application, which will be duly considered during the selection process. More information is available on our website <http://www.suthlak.com> or on Facebook at [@suthlakstudentexchange](https://www.facebook.com/suthlakstudentexchange)
Alternatively our Committee can be reached via the following contact details.

Gaye Tie

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Alternate contact:

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Committee Member

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