



2 STEP APPLICATION PROCEDURES FOR SCHOOL AND SUMMER PROGRAMS

www.osef.ca

Dear Famillies,

OSEF is an international program that thrives on the true meaning of “Exchange”. We carefully match Canadian students ages 13-17 with a European partner from either Belgium, France or Spain. Students on both sides of the ocean take turns hosting each other for either 1 month of the summer, or 11 weeks of the school year.

This unique opportunity to attend school, and fully immerse in a new culture, has opened doors and broadened horizons for students, families and schools for over 20 years. We are thrilled to be bringing this opportunity to your community.

Please use this booklet as your guideline for successfully submitting your OSEF Application and Family File Package. Contact your local coordinator with any questions. We are here for you!

You can find :

- General Information Booklet (available on www.osef.ca)
- 2 sided Application form
- Domestic Transfer form (available on www.osef.ca)
- School Recommendation form
- Family File
- Medical Form
- Testimonials

We look forward to working with you on this adventure of a lifetime!

Sincerely,
The OSEF team

*Please note that any of the documents can be downloaded at www.osef.ca.

THE 2 STEP APPLICATION PROCESS

Applications are accepted Sept. 1 – Mar. 30 for School and Summer Programs.

Apply early to ensure your spot & sufficient time to plan with your school!!

To apply, you will need the following forms which can be downloaded from our website www.osef.ca, or sent to you by your local coordinator:

- **Application Form**
- **Family File**
- **School Recommendation Form (School Program only)**
- **Medical Form**
- **Domestic Transfer Form**

STEP 1: SEND THE FOLLOWING WITHIN 15 DAYS OF RECEIPT:

By e-mail : Sarah Boyd (226) 338-0133 sarah.boyd@outlook.com

By Mail : Leena Silver 1-200 North Service Rd. #552 Oakville, Ontario L6M 2Y1

- Completed Application form (please write clearly in black ink)
- Completed Domestic Transfer Form
- School Recommendation form (completed and signed by your teacher and school principal – 11 week School Program only)
- Your \$400 deposit paid by cheque (OSEF/) or by e-transfer

STEP 2. ASSEMBLE YOUR FAMILY FILE, AND SEND WITHIN 1 MONTH:

Your complete family file consists of:

- “Family File” forms (take care to ensure legibility. Your matched family will see this!)
- Copy of your most recent report card (school program only)
- Authorization for Medical and Surgical Procedures to be signed by both parents and Health Certificate to be completed by your doctor.
- Copy of vaccination records
- Photocopy of passport (expiry date must be at least 6 months past your expected return)
- Criminal Record Checks for the Vulnerable Sector for each person 18 and older who will be living in your home at the time of the exchange.

Once you have completed gathering the documents for your complete family file, make two copies. Glue a passport sized photo (3 total) to the top right corner of each copy.

Mail to your local coordinator:

- The original complete Family File plus the two copies, and
- \$1000 payment plus post-dated cheques for the final two payments OR arrange with your local coordinator to pay by e-transfer.

*** (late applications may be accepted on a case by case bases until June 1st. Contact your local coordinator for details)

PAYMENT INFORMATION

OSEF invites families to pay by **cheque** or **e-transfer** following the schedule below. If paying by cheque, please include the final two payments (post-dated) with your Family File. Other payment schedules can be arranged. Contact your OSEF coordinator for details.

| <u>SCHOOL PROGRAM</u> | |
|---|---|
| All Provinces (except Ontario) | Ontario |
| \$3990 + \$300 Airport Tax** | \$3100 + \$300 Airport Tax ** |
| <ul style="list-style-type: none"> • \$ 400 – Included with the program application • \$1000 – Included with the Family File • \$1295 – July 05 (post dated or by e-transfer) • \$1595 – November 15 (post-dated or e-transfer) | <ul style="list-style-type: none"> • \$ 400 – Included with the program application • \$1000 – Included with the Family File • \$ 850 – July 05 (post dated or by cheque) • \$1150 – November 15 (postdated or by cheque) |

| <u>SUMMER PROGRAM</u> | |
|---|---|
| All Provinces (except Ontario) | Ontario |
| \$3990 + \$300 Airport Tax** | \$3100 + \$300 Airport Tax ** |
| <ul style="list-style-type: none"> • \$ 400 – Included with the program application • \$1000 – Included with the Family File • \$1295 – April 01 (post dated or by e-transfer) • \$1595 – May 01 (post-dated or e-transfer) | <ul style="list-style-type: none"> • \$ 400 – Included with the program application • \$1000 – Included with the Family File • \$ 850 – April 01 (post dated or by cheque) • \$1150 – May 01 (postdated or by cheque) |

** Airport taxes exceeding \$300 will be paid for by OSEF .

NOTE: Fuel surcharges are sometimes added by the airline. When this happens, OSEF must pass that extra cost on to you. Please note that students are responsible for any supplementary baggage charges.

WHAT IS INCLUDED IN THE COST?

- Exchange partner matching
- Preparatory meetings before departure
- Return international air transportation between Canada and Europe
- Chaperones on international flights and during the Paris tour
- Connecting air travel or express train in France or Belgium as required
- Airport shuttle to Paris and train transfers
- Chaperones for students travelling by train in France or Belgium
- Orientation in Paris with visits to the Eiffel Tower, various monuments and a boat ride on the Seine
- Hotel accommodation and meals during Paris tour and orientation
- Visit to Mont-Saint Michel (Spring Break Program)
- One day in Toronto and a visit to Niagara Falls (Summer Program)
- Hotel accommodation and meals in Toronto
- OSEF Coordinators are available anytime during the program
- Hospitalization, repatriation and third party liability insurance
- OSEF backpack, passport holder, luggage tag and information booklets

DOES NOT INCLUDE: Spending money, passport, and visa fees, doctor visits and prescriptions.

WITHDRAWAL AND REIMBURSEMENT

Until **March 1st** OSEF will reimburse the full amount after which we will refund the full amount minus the **non-refundable \$200** in case of a cancellation.

If a candidate cannot participate and must cancel his/her departure after having hosted his/her European partner, OSEF will reimburse the sum paid.

In the case where a plane ticket has been issued for the candidate, the travel agency reserves the right to keep and not reimburse \$300 of the plane ticket. If you have travel insurance, you will be reimbursed the total amount of the plane ticket. However, the reason of the cancellation will be taken into account to determine the reimbursement (i.e. death of a family member, loss of employment, severe illness or hospitalization).

HOW MAKE AN E-TRANSFER

E-transfers are possible. Please discuss with your local coordinator.

E-transfers are an easy way to make your scheduled payments directly from your online banking to OSEF.

Here is how:

Step 1:

- Go to your online banking service and select the e-transfer option where you will be asked to set up a new recipient.
- The recipients account name is: ORGANISME DE SEJOURS EDUCATIFS FRANCOPHONE-Belgique
- The Recipient Email address is: mwmeinyk@outlook.com
- You will be asked to provide a security question and answer.

Step 2:

- Send an email to: mwmeinyk@outlook.com
- Provide the security question, answer, and coordinator you are working with.
- Indicate the student's full name (especially if it is different from the person making the payment)
- indicate which payment you are making, for example:
 - \$400 Application Deposit
 - \$1000 Payment with the Family file
 - Two payments:
 - Summer and Spring Break Program Schedule: April 15th, May15th
 - School Program Schedule: July 30, November 15th

OSEF PREPARATION MEETING OBJECTIVES

Depending on the number of students per provinces, some meetings may be organized as phone conferences.

Preparation meetings will be held by the Provincial Coordinators and OSEF representative.
Attendance is mandatory.

At the preparation meeting you will receive:

- **One information booklet** about your stay (European culture, school system, family life.)
- **Orientation in Paris booklet:** departure and arrival in Paris CDG, Paris tour schedule, the coordinators in charge, transfers in Europe to join the host family (trains and flights).
- **A blue OSEF back pack** (which you will have to carry upon departure)
- **Suitcase tags**
- **A blue passport holder** (which you will wear around your neck upon departure)

Themes discussed with the parents:

- Travel details for your transportation from where you live to the Canadian provincial airport, international flights, transfers in France, Spain and Belgium)
- Passports, custodian declaration forms and your participation contract
- School system in Europe, family life, culture
- Welcoming your European Partner
- Insurance, important advice, pocket money, phone use, and more
- Questions

Past participant students and families will be there to talk about their experience.

Themes discussed with the students:

- Personal motivation for the program
- Welcoming the European partner (for the one month exchange in May)
- Meeting with your host family and transfers in Europe
- Geographical presentation of Europe, family life, culture
- Former exchange students will share their experience
- School in Europe (how to catch up with your classes at home)
- Life in your partner's family
- Important questions and advice
- OSEF rules
- 2 day visit in Paris and meeting with your partner's family (short film)
- The necessary clothing and toiletry material should be put in the blue OSEF back pack for the 2 days you will spend in Paris for you won't have access to your suitcase

We look forward to meeting you!

TESTIMONIALS

The culture difference is a shock and will take some time to get used to, and things won't be the same as they are at home, but you are in France for a new experience, so try new things, get out and talk don't be shy. Also if you don't understand something ASK!! But most of all have fun, and take a break from your Canadian friends, there is no need to talk to them every day, you'll make French friends.

I feel like I can now call myself fluent in French and have so much more confidence when speaking it. I made lots of new friends that I will stay friends with all the different and unique people that I met there. It's an amazing exchange and amazing experience and I'm really glad I took part of it and don't know where I'd be now if I didn't. This exchange has changed my life and for the better.

Hailea C. – Delta

I just really want to thank you for this amazing trip. I couldn't expect a better sister and a better family because it's really what I found: a second family. This month was perfect and was for sure the greatest things i've ever done.

I've learned so much about the canadian culture and also about the canadian way of life. I'm so grateful for everything my family showed me. It's crazy how in only two months you can become so close to your sister. I will miss her so much!!!

Cordialement

Marion Nouvellon (Calgary, Alberta avec Stéphanie Duarte-Pedrosa)

All you are thinking about live an exchange will always be less than this. Live an exchange is a fabulous human experience which learn you to share and to receive. You are not welcoming a canadian people. You find a real FAMILY who is always there for you in your joyful or sad moments its not only an exchange its an EXPERIENCE that you need to live once in your life. Two mounth ago I would said that it was to improve my english and to discover another culture. Now i will say that it was totally different. Well i improved my english obviously but i also found a true friendship and a loving family that i will never forget .This experience helped me growing up and open myself to the world. Canada change me and my vision of the world forever.

Pauline Chougar One month exchange in Canada

The exchange I did in Canada was really awesome, my exchange partner and I have so much in common and her family was really nice. We went camping in Banff and Kelowna and we did a lot of sports and activities in the Rockies.

It was the first time I went camping and I loved it. I was really sad to leave them, I didn't want to go back to France. I'm pretty sure I will see my exchange partner again. And the brownies are so much better there than in France and I haven't seen a bear yet so I have to come back ;)

Clarisse Dufaux, Calgary (avec Amy Labelle)

My advice to a future candidate would be to not be shy. You can't be shy when doing an exchange, because you'll want to make friends and get to know people. Being shy just gives you an air of not wanting to be there, and then after a while people start to give up. Unfortunately that's what happened to me until about the 7th week when I realized that I needed to be more outgoing, or my trip wasn't going to get any better.

Another piece of advice would be to watch the movie "Yes Man" right before you go if you haven't already seen it, and then act like you've promised to say yes to everything, just like in the movie. I did that for my trip, and I think I only said no to a few things. I literally tried every piece of food put in front of me, tried every new experience in general. You want to benefit from the amazing opportunity while you have the chance, so saying yes is a definite must.

My French has improved so drastically from before I left. Now I feel confident with my French, and I'm not as afraid about making mistakes with my language because I know that that's how you learn the most. People in France were so understanding when you made a mistake that it just became easier to just, speak.