

GUIDE FOR THE INBOUND STUDENT COUNSELLOR

More detailed information, including relevant forms, can be found in

*Rotary District 9830 Youth Exchange Program
Manual for Clubs hosting
Long Term Inbound Exchange Students*

*This document and other information is on the District website
<http://www.rotary9830.org.au/yep.htm>*

This document Updated May 2011

Upon agreeing to host a student from overseas as part of the Rotary Youth Exchange Program your Rotary Club was required to appoint a Counsellor for the Student.

It is **most important** the Counsellor is **not a Host Parent** or even prospective Host Parent because while the student is in Australia the Counsellor virtually acts as guardian for the student.

YOUR ROLE AS COUNSELLOR

As the student Counsellor you have a very important role in the success of the exchange program. You are the Club's representative for the welfare of the student and you are the personal contact with the Club for the student.

BEFORE THE INBOUND STUDENT ARRIVES

- As counsellor you should **acquaint yourself with the rules and guidelines of the Program** so that you are able to discuss them with the student and provide proper guidance.
- As counsellor you should **ensure that the** guarantee form and any accompanying **papers are completed and returned** to the District Youth Exchange Placement Officer.
- As counsellor you should **contact the Overseas Student and Parents** as soon as you have the name and address. You will be able to send them some information about the Host Club and Host Families along with information about the local area.
- You may also be **responsible for the organising of the Host Families** and the planning of the hosting of the student. If a Host Family is non-Rotarian then you will be the club contact for the family so make yourself known to them. You will need to arrange a get together of all the Host Families and yourself to discuss the hosting arrangements. The rules of the program should be discussed because if the student is expected to obey them it is most important that the host families also know what they are.
- You should **keep the host club members acquainted** with the preparations being made for the student.
- You should **be aware of the student's** arrival date, time, and **flight number** and be one of the welcoming party at the airport when the student arrives in Australia.



UPON THE STUDENT'S ARRIVAL

AFTER THE STUDENT ARRIVES

It is desirable that the student spend the first few days even the first week, with you the counsellor. This enables the student and you to become acquainted. You can explain what is expected of the student and talk about aspects of the Australian way of life that the student may not readily understand.

The following should all be done in those first few days:

- **Ensure that the student phones his/her Parents** as soon as possible after arrival, to advise that they have completed the journey safely.
 - You should **discuss and outline the rules and guidelines** for the exchange and what is expected of the student throughout the year.
 - **Check the student's airline ticket** with regard to the return date and contact the District chairman.
 - **Check** with the Club Treasurer **that the CHARGE for the OVERSEAS STUDENT HEALTH COVER (OSHC) has been paid by the student.** This should have been paid before the papers were processed. You should arrange for the **student to be taken to a Medibank Private** office to request the issue of a membership card. The student will need identification (eg. passport) and their A.A.S.E.S. number that is obtained from the District Youth Exchange Committee Placement Officer. Ensure that the student understands the use of the card and how to make a claim. Upon the issue of the card the club must notify the District Youth Exchange Placement Officer that this has occurred. The student should reimburse the club for the cost of Medical Insurance
 - You should **open two accounts for the student.** One of those must be an **Emergency Fund** account of \$400 Australian. This account is to require the signatures of the student and the counsellor or Club president for withdrawals. Make sure that the student fully understands the purpose and operation of the Emergency Fund. If money is used, the account must be topped up again to \$400 Australian. The **other is a personal account** for the student to operate.
 - **Have photocopies made of the passport and ticket** for the student to keep for easy reference. You should then ensure that the student's Airline Ticket, Visa, Passport and insurance policies are stored in a secure place - such as a bank safe or a solicitor's safe.
 - You should **go with the student to the school** for enrolment purposes and to discuss the courses that the student may do. You should arrange for the purchase or loan of the school uniform (if one is required) and any other school requisites.
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DURING THE EXCHANGE

INTRODUCTION OF STUDENT TO CLUB

When the student attends the Rotary Club meeting for the first time, you should introduce the student to the president.

Ensure that the student attends the Briefing Weekends and the District Conference. Further make sure the student's registrations and fees are finalised.

STUDENT ALLOWANCE BY HOST CLUB

Check that arrangements are in place for the payment of the student's monthly allowance (by cash/cheque at regular visit to Club; direct deposit into student's account, or other agreeable method). The level of pocket money recommended by the District Committee is \$AU120 per calendar month.

THROUGHOUT THE EXCHANGE

As counsellor you should request that the student visit you regularly to communicate. You should also contact the host families and the school principal periodically. There are other 'touches' you can add to ensure both the Club and the student enjoy the intercultural experience of the exchange to the utmost:-

- 1. List dates that are important** for the student such as their Birthday, their Country's National Days, etc, and inform the Club President of these dates.
- 2. Encourage Club members to host the student for a meal** so that they can become better acquainted. A roster could be prepared so that a different member each week hosts the student for a meal. Have club members whenever possible **take the student on family outings** or even on vacation with them.
- 3. Ensure that the student is submitting regular reports** required by both the host and sponsor District Youth Exchange Committees. You should also see that the student is writing to the sponsoring Rotary Club on a regular basis.
- 4. Write from time to time to the student's parents** to inform them of the student's progress. Within three months of the student arriving usually the counsellor should check to see if reservations have been made or confirmed for the students return and the District Committee Area chairman must be contacted.
5. Throughout the year you should **assist the student in sending home personal effects** so as to ensure that the luggage at the end of the exchange is within the limits of the Airline's requirements.

TRAVEL BY THE STUDENT DURING THE EXCHANGE

The student must have the written approval of their parent/s or guardian/s AND the verbal approval of the chairman of the District 9470 Youth Exchange Committee for any overseas and interstate travel during their exchange year, prior to the journey being undertaken.

All other travel must be approved by the Host Parents. Overnight or extended travel will also require the approval of the host club.



BEFORE THE STUDENT RETURNS HOME

- **Check that flight arrangements have been confirmed** as required by the Airline.
- Check that the club has arranged for **a farewell function** for the student to be held at a club meeting for members and their partners.
- Ensure that the **student has obtained their ticket and passport from where they were stored for safe keeping**. Also ensure that the student's luggage complies with the airline's requirements.
- When **releasing the Emergency Fund** request that all debts be settled.

- **Be at the airport** to assist the student with departure.

COUNSELLOR AND STUDENT PROBLEMS

It is possible that as counsellor you and the student may not get along together. If this happens you should step down in favour of another counsellor. You should not regard this as a failure. It is better to make the change early in order to achieve a happier exchange.

IN CONCLUSION

It is most important that you as counsellor are aware of your role in keeping open the lines of communication; in keeping all Club members involved; in generally overseeing and guiding the welfare and activities of the student; and in initiating change and controls where necessary. It's all worthwhile.

STUDENT EXCHANGE CHECKLIST				
Student name	Mr/Ms			
Home address				
Sponsor Club	Home tel:			
District 9830 Contact				
Arrival date		Flight details and ETA		
Departure date		Flight details and ATD		
Period	HOST	FAMILY ROSTER		
		Family	Phone	OK
-				
-				
-				
-				
Passport Number	Deposited			
Airline ticket no	Deposited			
Emergency a/c	Personal finances a/c			
Insurance checked	OSHC paid to District			

COUNSELLOR'S QUARTERLY CONFIDENTIAL REPORT
Due at the end of September, December, March and June

Either complete on line and email, or photocopy this page and post it to your DISTRICT 9830 YEP CHAIR at the end of the month it is due.

Month _____

Student's Name _____

Counsellors Name _____ Club _____

Current Host Family _____ Phone _____

Since the previous report how many times have you made contact with your student? _____

What was the format of this contact? Please indicate (eg Phone, Club Meetings, E-mail, Visit to home, Other) _____

How far is your student into their Exchange? _____

Is there any travel planned in the next 2 months? Yes / No _____

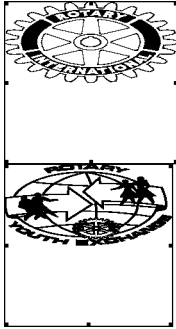
If yes, where and when? _____

Have the appropriate forms been completed and sent to District Committee Group Coordinator? Yes / No _____

Do you expect a visit from the student's parents? _____

How do you feel your student is coping at this stage of the Exchange? (Please be specific)

Are there any issues that should be brought to the attention of the District Group Coordinator? Please detail.



ROTARY INTERNATIONAL District 9230 Tasmania, Australia YOUTH EXCHANGE PROGRAMME

STUDENT REPORT

STUDENT'S NAME:

DATE:

SPONSORCLUB:

HOST DISTRICT:

CLUB:

COUNSELLOR'S NAME:

PHONE:

ADDRESS:

PRESENT HOST FAMILY:

PHONE:

ADDRESS:

EXPECTED DATE OF TRANSFER TO NEXT FAMILY:

HAVE YOU EXPERIENCED ANY ILLNESS OR DIFFICULTIES OR PROBLEMS WITH HOST FAMILY, CLUB, COUNSELLOR OR SCHOOL SINCE LAST REPORT? If so, give a brief account.

MEETINGS ATTENDED: (ie ROTARY GATHERINGS, CHURCH, SCHOOL, CLUBS etc)

ACTIVITIES, SPEAKING ENGAGEMENTS SINCE LAST REPORT: (Include comments, suggestions requests, complaints, impressions etc. This is where we want to hear all about what you have been doing.

Please email or post to DISTRICT YEP CHAIR [at: judy-hicks@bigpond.co](mailto:judy-hicks@bigpond.co) or 35 Bluewater Cres., Shearwater Tas 7307

INSURANCES

YOUTH EXCHANGE AUSTRALIA (YEA) INSURANCE

(provided by ACE Insurance)

OUTBOUND STUDENTS ARE INCLUDED IN THIS PACKAGE.

INBOUND STUDENTS CAN BE INSURED UNDER THIS POLICY AT A COST TO THEM AS DECIDED EACH YEAR

PUBLIC LIABILITY

Up to \$20,000,000 for any one occurrence.

TRAVEL INSURANCE COVERING

All nominated exchange students for which the Insurer has received a premium. The period of Insurance is extended until the students have been returned to their place of residence up to 60 days after the completion of their exchange.

BENEFITS

1. Medical Expenses incurred overseas Unlimited per journey
2. Loss of Deposits (as result of accident/illness) \$10,000.00 per journey
3. Loss of Baggage (limit any one article=\$3000.00) \$ 7,000.00 per journey
4. Curtailment Expenses \$10,000.00 per journey
5. Student Tutorial Assistance (max 26 weeks) \$ 150.00 per week
6. Loss of Money/ Travellers' Cheques \$ 2,000.00
7. Hijacking Expenses of \$100.00 per day for a maximum of 6 days, any one hijacking.
8. Ace SOS Rescue Unlimited

PERSONAL ACCIDENT INSURANCE

Covering all nominated exchange students for which the insurer has received a premium.

Period of insurance for exchange students being extended until the students have been returned to their place of residence up to 60 days after the completion of their exchange.

BENEFITS

1. Death \$30,000.00
2. Total and irrecoverable loss of sight in one or both eyes \$100,000.00
3. Total and irrecoverable loss of hearing in one or both ears \$100,000.00
4. Permanent and total loss of limbs \$100,000.00
5. Total and permanent disablement \$100,000.00

CONDITIONS APPLICABLE TO PERSONAL ACCIDENT AND TRAVEL INSURANCE FOR EXCHANGE STUDENTS

EXCESS

Not applicable to Personal Accident, Travel, however, an **excess** of \$250.00 for **each** and **every Baggage Claim** only.

ACCUMULATION LIMIT

The Personal Accident policy is limited to \$3,000,000 for any one event.

MAJOR EXCLUSIONS

The insurer shall not pay benefits with respect to any loss, damage or condition which:

1. Results from an insured person engaging in or taking part in:-
 - a. Flying in an aircraft or aerial device other than as a passenger in an aircraft licenced to carry passengers, private and commercial;
 - b. Engaging in, taking part in, training for professional sports of any kind, motor cycling (whether as a driver or a passenger), or the racing or preparation for racing of any motor propelled conveyance of any kind, polo, underwater activities, hang gliding, water skiing, tow gliding, ski jumping, or competitive snow or ice sports, other than any inter-school sporting activities.
2. Results from any intentional self-injury or attempt at same, suicide, or any illegal or criminal act committed by you or an Insured Person.
3. to 6 Other usual conditions in insurance policies about war, AIDS, nuclear weapons, and pregnancy.
- 7 Hernia, however caused.
- 8 loss of baggage not reported to police or transport carrier.
- 9 loss of baggage due to confiscation by Customs or any other lawful authority.
- 10 Medical expenses incurred for any pre-existing conditions prior to overseas travel.

Note: Cover will be provided for pre-existing medical conditions of asthma, diabetes and hypertension. Others will be considered subject to approval as per an attached declaration.

GEOGRAPHICAL LIMITS

World wide whilst traveling to or from an officially constituted Rotary function or project and whilst engaged in such constituted Rotary activities.

“Traveling to and from” means an Insured Person traveling from his place of residence, place of business or temporary residence to any venue, place of function, (including conventions and authorized Rotary projects) and return to his place of residence of business.

**PREMIUM:
OUTBOUND STUDENTS ARE INCLUDED IN PACKAGE
INBOUND STUDENTS CAN BE INSURED UNDER THIS POLICY AT A
COST TO THEM AS DECIDED EACH YEAR**

PERIOD OF INSURANCE

Period of insurance for all persons covered in the definition of the “Insured”, being extended until they have returned to their place of residence, up to 60 days after the completion of their exchange.

INSURER

ACE Insurance LIMITED, Brisbane

All students will be given a card to carry, giving worldwide contacts, keep it in your wallet and use it when required. Refer to the Ace Insurance Limited Booklet for further details.

MEDICAL AND HEALTH INSURANCE COVER FOR INBOUND STUDENTS

Compulsory Medical Cover:

All Inbound Students when applying for entry visas into Australia have already been required to enroll in the **Overseas Student Health Cover (O.S.H.C)** at their cost. This is a government scheme to provide visiting students with the equivalent of the Medicare cover for medical expenses, and enrolment is compulsory.

On arrival, the student's counselor will be in possession of the student's **Overseas Student Health Cover** membership card, which will have been forwarded to the Counselor by the District Youth Exchange Committee, who are now agents for Medibank Private.

The student will be issued with a membership number (and probably a book or card) that the student must quote on the special claim form when he/she is seeking reimbursement for medical expenses.

Private Health Cover:

The Australian Government has nominated Medibank Private as the provider of medical cover for Overseas Students in Australia. Consequently, cover for extras, such as optical, dental, physiotherapy, and pharmaceutical is only available to hosted exchange students by taking extra cover from Medibank Private under their "First Choice Extra Cover". The customary waiting period for this cover has been waived for exchange students where they join within two months of arrival. If required, this cover should therefore be arranged at the same time as the original

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