

**HANDBOOK**  
**for**  
**CANADIAN TEACHERS**  
**ON EXCHANGE**



**CANADIAN EDUCATION  
EXCHANGE FOUNDATION**  
**FONDATION CANADIENNE  
DES ECHANGES EDUCATIFS**

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## FOREWORD

The Canadian Education Exchange Foundation (CEEF), the British Columbia Exchange Teachers' Association (BCETA), the Canadian League for Educational Exchange (CLEE), the New Brunswick Exchange Teachers' Organization (NB ETO), the Nova Scotia Teachers' Union and the Prince Edward Island Teachers' Federation would like to take this opportunity to congratulate you on becoming an exchange educator.

This general information handbook is intended to help you in your initial planning for your exchange year abroad. In addition you will be receiving information about your teaching assignment, accommodation, neighbourhood, and community from your exchange partner and your host school jurisdiction. Frequent communication and meticulous planning on the part of both you and your exchangee will help pave the way to a successful exchange.

The information in this handbook has been verified wherever possible; however, it **cannot be guaranteed** to be accurate in all respects because situations change. In the event that you find inconsistencies or inaccuracies in the procedures or information that we have obtained from various sources (e.g. Revenue Canada, Immigration, Ministry of Health, foreign Consulates, etc.) please let us know. Sometimes the information we obtain from one "official" source differs from what we get from another. Where we mention commercial services by name, we do so only as a convenience for you to consider in your investigation of service providers that may be best for you. Generally, many past exchangees have found the services of those mentioned reliable and competitive and were likely to encounter personnel familiar with the exchange process and the requirements of exchange teachers. However, we disclaim any liability for arrangements you may choose to make with these organizations.

Please read this booklet carefully and keep it for reference as you make your preparations for your year away.

It is our sincere hope that you will find the exchange year a personally and professionally rewarding experience. Enjoy!



CAROL WILKINS



## WHO ARE WE?

The Canadian Education Exchange Foundation (CEEF) is a not-for-profit registered foundation with the primary purpose of providing international and interprovincial exchange opportunities for educators and students.

CEEF operates teacher exchanges under international understandings with official exchange authorities in the following countries: Australia (all states and territories), Germany, New Zealand, Switzerland, The Netherlands, Denmark, The United Kingdom, Colorado and the central organization for ECIS International Schools which operate in many countries. In addition, the organization works with the authorities in the other provinces of Canada.

**The CEEF office can be contacted at:**

**250 Bayview Drive, Barrie, Ontario L4N 4Y8**

**Telephone: (705) 739-7596 Fax: (705) 739-7764**

**E-mail: [info@ceef.ca](mailto:info@ceef.ca)**

**Internet: [www.ceef.ca](http://www.ceef.ca)**

The Canadian League for Educational Exchange (CLEE), the British Columbia Exchange Teachers' Association (BCETA) and the New Brunswick Exchange Teachers' Organization consist of groups of dedicated volunteers, mostly teachers who have at one time been on exchange. BCETA and CLEE and NB ETO provide orientation sessions for incoming and outgoing educators and organize school visits, social events, weekend trips and other activities for educators and their families on exchange in British Columbia, New Brunswick and Ontario, as well as regular provincial members. Formal equivalent organizations are not currently active in Nova Scotia and Prince Edward Island. However, exchange teachers coming to those provinces are invited to tie into the NB ETO events. Similar organizations exist in most of our partner countries to offer assistance and plan events for exchange teachers. You may join CLEE for a nominal fee by contacting Alison Williams at (905) 836-2745. You may join BCETA by contacting Terry Teather at [tteather@shaw.ca](mailto:tteather@shaw.ca) and the NB ETO by contacting Mary McKean at (506) 540-7025.

CLEE, BCETA, NB ETO and CEEF work closely together to see that you and your exchange partner have an enjoyable and fruitful year.

## THE EXCHANGE COMMITMENT

Your acceptance of an exchange is considered by CEEF and the partner exchange jurisdiction to be a **binding agreement**. This entails a commitment to a **complete year of employment** in the host jurisdiction. Only very unusual circumstances can lead to the early termination of an exchange. You and your exchange partner will be expected to fulfill the same time and workload requirements as you would if you had remained in your home jurisdiction. If these requirements differ from those of your host jurisdiction, you must meet the requirements of the host jurisdiction.

In the event that you should consider terminating your exchange at some time prior to the end of the agreed exchange period, you should be aware that **the consequences can be serious** for you both personally and professionally.

1. You must give written notice to the exchange offices and local school authorities in both your home and host jurisdictions. For a termination to take place, both exchangees and both employing jurisdictions must agree.
2. In the event that there is no mutual agreement to terminate, your exchange partner is entitled to remain in your teaching position. As returning teacher you would be without a position until the end of the agreed term of exchange. Further, the employing board is entitled to consider the returning exchangee to be in breach of contract and to terminate his or her employment. Disciplinary action may also be undertaken by your federation. Similarly the exchange teacher is entitled to remain in the accommodations according to the agreement you have negotiated with him or her.

3. If you leave the teaching position in your host jurisdiction prematurely, **someone becomes responsible for the cost of a competent replacement. You are the logical source for the compensation.** Otherwise, additional costs are placed on the host jurisdiction or your employing board. In either case, the consequences for you can be serious.
4. Different standards of living, quality of accommodation, housing disputes, cars, cost of living, personal travel plans and other similar factors are **NOT** acceptable reasons for an early departure from your assignment. This is a good reason to ensure that you negotiate a fair agreement to cover the non work-related arrangements of the exchange with your exchange partner.
5. Exchanges can be terminated early on compassionate grounds with the agreement of all involved, both teachers, both exchange authorities, both employing jurisdictions.
6. Termination of one side of an exchange can occur if the level of professional competence does not meet the requirements of the host jurisdiction. In such a case, the teacher terminated is not entitled to return to their job until the natural end of the exchange, nor are they entitled to their home until that time. They may also not receive financial compensation as their district will be paying a supply teacher to cover their foreign position. This is very rare but can happen.

CEEF makes exchange arrangements on the premise that all the participants are acting in good faith. Generally, this has proven to be the case and most exchangees look back on their exchange year as a highlight in their professional careers and personal lives. This puts a responsibility on every exchangee to ensure by their actions that such opportunities will not be lost for those who follow them.

## **THE EXCHANGE EXPERIENCE**

The scope of the exchange experience is broader than most teachers may originally think – it involves not only the exchange of jobs but also an exchange of lifestyles. Consequently, the success of the exchange program depends on the responsible behavior of the exchange partners in both the professional and personal spheres.

Forthrightness and honesty are critical to the exchange partners' relationship. When dealing with your partner, do not hesitate to ask or write about "delicate" issues such as financial responsibility. Unless each feels free to ask questions, tension may develop and a straightforward problem with a simple solution could develop into an "unresolvable issue" where neither side feels able to concede. Use information and frank discussion to stay on track.

A teacher exchange is a challenge. You may be welcomed by your exchange partner's neighbours, friends, or relatives, or you may be left on your own. The same may happen at your school. There could be some low points during the year, such as your first entrance into an unfamiliar staff room, your children's first day of school, the absence of family at Christmas time, the day the washer breaks down. To keep events in their proper perspective, you might treat the whole experience as an interesting, temporary adventure.

Think of problems as opportunities to learn about another culture and its responses to the challenges of everyday life. You can avoid many potential difficulties by "wearing your 3-D glasses" throughout the exchange year. The three D's are: Discretion, Discussion, Diplomacy.

Personal preparation is an important ingredient to a positive exchange experience. When you leave home, mentally prepare yourself to:

- answer the same friendly questions over and over again
- not know what to expect in many situations
- let life go on without you at home
- have your expectations altered
- be flexible
- above all, keep a sense of humour!

## **CULTURE SHOCK**

“Culture shock” is the cumulative effect on your mental well-being of leaving home, all things familiar and encountering many new and confusing situations which naturally create stress. The differences may include climate, religion, food, education, accommodation, customs, absence of family and close friends. It is not a sudden event as the word ‘shock’ would imply but rather culture shock manifests itself in many small ways over a period of time.

It is important to understand the symptoms of culture shock so that it does not threaten the success of the exchange. Some culture shock symptoms include: hostility toward the host country, undue anxiety over daily tasks, paranoia, excessive nostalgia about the home country, a feeling of isolation, and lack of sleep due to worry, sleeping too much or tiring easily.

One of the most common symptoms is the tendency to see a minor problem as far more significant than it really is. Some examples of minor problems that have threatened to derail an exchange in the first months include:

- unrealistic expectations
- lack of wardrobe space and clothes hangers
- locked storage rooms
- disparity in quality of furnishings
- pets
- size of the appliances
- aggravation of minor health problems
- negative attitude to everyday events
- negative comparisons of the host country or schools
- interference by the absent exchange partner’s close relatives

If you find yourself experiencing problems similar to these, stop and ask yourself:

- Is the problem as serious as I think it is?
- Is this really the problem, or am I lonely?
- Do I have a positive attitude about the problem?
- Are there other things I could be doing to solve it?
- In terms of the exchange as a whole, just how important is this?

Regardless of how aware they are of the symptoms, most exchange teachers experience culture shock over some portion of their stay. These reactions are normal. You are not ill. It is a temporary situation for people who are adjusting to life in a new environment!

## **STRIKES**

In the event that a strike occurs in your host jurisdiction, please note the following:

- You, as an exchange teacher, have a unique relationship with the district employer and the appropriate union or federation. Most federations and unions grant you status for your exchange year. Therefore it is important that you act in a manner not prejudicial to job actions. This means honouring picket lines. However, these are not your issues and you are employed elsewhere. If there are students in your school, you should be prepared to perform your duties but not assume additional.
- You should be in regular contact with your principal, area supervisory officer and union representative for guidance and possible reassignment during this period.

## REQUIREMENTS FOR ENTRY INTO AN EXCHANGE COUNTRY

**A word of warning.** Every year we have cases of very nervous people about to leave on exchange who are still waiting for appropriate documentation. Government bureaucracies move at their own speed. To avoid problems **START NOW** to acquire what is necessary and fill out everything accurately. It is also wise to check that your exchange partner is actively pursuing his/her paperwork early. There are few difficulties that cannot be overcome with sufficient time.

1. Acquire a passport **immediately**. If you already have a passport, make sure it will not expire before your exchange year is over. Children over the age of three also now require their own passports.
2. Contact, the appropriate Consulate, High Commission or Embassy **NOW** to inquire about what documentation you will need and follow their instructions. (Addresses and phone numbers are on pages 9-10.)
3. Documents you will be asked to produce by your host country will vary but generally it is wise to begin assembling for yourself and your family several passport pictures, birth certificates (the long form showing parents names may be required) and marriage certificates.
4. Persons in common-law marriages will likely be asked to produce proof that theirs is a long-standing relationship. This proof may consist of documents showing joint commitments, such as bank statements, investments, rent agreements or mortgages, letters linking you to the same address and official records of address such as your driver's license.
5. A single parent must have a notarized letter from the other parent stating that permission is granted for the child to leave Canada. Remember that separate passports will be required for children. If the former spouse is no longer living, a Death Certificate must be provided.
6. Medicals are requested by many countries. Do this as soon as you have the appropriate forms and/or information from them. Even the **slightest irregularity** can cause delays. Remind your exchange partner to do their medicals early. Canada insists that only certain doctors in foreign countries can do medicals for Canadian work visas.
7. **All** jurisdictions now require that teachers coming on exchange have a Criminal Records Check from the country in which the applicant has resided for the previous twelve months. For specific information for your intended school district, have your partner check. It is very difficult to acquire once you are in the foreign destination and very easy to get before you leave. Your confirmation of exchange may be contingent upon this being received prior to commencement of your teaching duties. Please forward these checks either directly to CEEF or to the authority named in the request from your exchange destination.

It is a simple process. Go to your local police station and ask for a Criminal Record Check. You will be charged a fee (normally, around \$30), asked to fill in an application and produce photo proof of identity. The document is mailed to you (in some areas they will now mail it only to either us or the host board) when complete (2-3 weeks in most areas). You must apply in person and generally cheques are not accepted as payment. You must also go to the police department of the jurisdiction in which you reside.

Keep a copy in your personal records.

8. Keep photocopies of any documentation you submit. If you encounter a delay, follow up with the Consulate/Embassy to ensure that your file is in order. **In the past, some exchangees have found that the Consulate/Embassy notified them many weeks or even months after their application that their files were incomplete.** Avoid a situation where you are scheduled to depart in a matter of days and your passports can't be located. No one else will take responsibility to ensure that all your papers are in order.
9. If you plan to leave your host country during the exchange year for any reason, check whether you need a multiple-entry visa or if this can be easily obtained in your host country.

10. CEEF obviously has no control over charges by foreign governments for visas, etc. These may amount to several hundred dollars depending on the size of family or be no cost. Budget accordingly.
11. If you wish to extend your Visa beyond a year, apply before departing or early into your exchange.
12. Same sex relationships are now recognized in most jurisdictions. You would be wise to check with the appropriate consulate or high commission. Where not recognized, partners can accompany you for six months as a visitor but would then have to leave and re-enter as a visitor for another six months.

### **Additional advice on documentation:**

It is difficult to acquire documentation you may need once you are outside Canada. Therefore, plan to take anything you may require. **Also, check expiry dates on everything from drivers licences to credit cards to insurance policies and renew them before you depart.**

**Australia:** The entire process for Canadian teachers going to Australia changed in September 2009.

You need to go to the Australian High Commission website (<http://www.immi.gov.au/allforms/pdf/147.pdf> ) and download application **Form 147 - Application for a temporary residence visa (non-business)**. The subclass for your visa is **Exchange Visa 411**. It is not efficient any longer for us to send you these forms as they change several times a year and they will only accept the latest versions as found on the website.

You use the one application for everyone accompanying you. Family members are listed as your dependants.

Fill out as much of the application as you can but **DO NOT SUBMIT IT AT THIS POINT**. With this application you are going to need to provide certified copies of the picture page for each member of your family; certified copy of your marriage certificate if applicable; evidence to prove a common-law relationship if applicable; if anyone in the application has been divorced or changed their name you will need a certified copy of the name change; certified copies of birth certificates showing the names of both parents (usually the long form) ; proof of adequate out of country health insurance (in most but not all cases, a detailed booklet from your extended health care provider through work will suffice, where it does not, additional insurance will be required).

You will also need the certificate CEEF sends you and it is suggested that you submit a copy of the letter regarding salary that you will need in the other part of this procedure (to follow).

There is now a charge for each application (NOT each member of the family) of \$240 CDN .

Part two to the process which is also brand new is the sponsorship. Whichever jurisdiction in which you have been matched in Australia, must submit to Canberra an 18 page sponsorship nomination for you and they pay another fee of \$180 AUS for each teacher. To enable them to complete this application as your sponsor, they will need you to scan or fax to them a copy of your resumé, a letter from your board outlining the salary you are paid for the year and the fact that your home jurisdiction will continue to pay you, again, certified copies of each person's passport information page. A chart outlining these requirements will be sent to you.

Once the Australian hosting authority has submitted a sponsorship application on your behalf to the Department of Immigration and Citizenship in Canberra, the sponsoring body will forward to you an acknowledgement letter saying that the application on your behalf has been received and is being assessed. When you receive that letter it will have on it the official name of your sponsor and the sponsorship application number. You need this information in order to complete question #5 on the Visa application. Then you can submit your **visa** application with all attendant paperwork **to the Australian High Commission in Ottawa** at Australian High Commission, Visa Services, 50 O'Connor St., Suite 710, Ottawa, Ontario, K1P 6L2.

The process is not quite complete yet but you can submit your visa application at this point and the Ottawa Immigration officers can go over your application to make sure everything else is in order while they wait for the sponsorship **approval** letter to arrive. Usually that is sent by email directly to you from your sponsoring authority.

You then forward that to your Australian High Commission case officer ( that person will have already identified his/ her self to you).

You can also call (905) 280 1437 for information. This is an outsourced information line and the people answering the phone are not visa officers.

**New Zealand:** CEEF must supply the preliminary information on participants to the New Zealand High Commission in Ottawa before they will send you the appropriate visa application forms. Following receipt of these forms, you must assume responsibility for your visa by communicating directly with the High Commission in Ottawa. The list of participants is sent by CEEF to the High Commission in late June / early July. If you do not receive the forms during the summer, contact the office.

**United Kingdom:** In Spring 2009 major changes were made to the visa acquisition process for the United Kingdom. There is a cost per member of the family. Last year it was \$225 each. There is no forgiveness for errors so do follow their directions rigidly or you have to start again and pay again.

You can only apply online. You need to access a Tier 5 (Temporary workers-Government Authorized Exchange) visa application. Please go to [www.visa4uk.fco.gov.uk](http://www.visa4uk.fco.gov.uk) and follow the link Apply for Visa.

For information about the visas you can access the site [www.visainfoservices.com](http://www.visainfoservices.com) or you can call 1 900 528 5280. **BE AWARE THAT IF YOU CALL THIS NUMBER YOU WILL BE CHARGED \$3.20 PLUS TAX PER MINUTE.**

**UNDER NO CIRCUMSTANCES SUBMIT THE VISA APPLICATION UNTIL YOU HAVE RECEIVED A SPONSORSHIP NUMBER FROM LECT IN THE UK.**

Once you have a confirmed match, CEEF will send you a certificate and LECT will request passport information for you and accompanying family members to submit to London, England a sponsorship request for you. When they receive approval of this request, a letter will be issued to you which gives the sponsorship number which you need prior to submitting your visa application.

Applying for the visa...you will be asked for the purpose of your visa, it is PBS TIER 5, temporary worker. The next category is government authorized exchange.

When you have filled out the online application and submitted both that and the payment, you will be prompted to make an appointment with one of the five biometric centres in Canada. When you attend the appointment bring a printout of the online application form, proof of online payment, your passport, any supporting documents you need to include in your application (certificate from CEEF, sponsorship approval letter and number from LECT) and one passport sized photo.

**Each person accompanying you over the age of 5 years** must fill out a visa application and attend in person the Biometric Centre closest to you. When your appointment is complete you are responsible for mailing your completed application and documents to the British High Commission for processing. Some of the Biometric Centres will courier them to Ottawa for you for a small additional charge. They must reach the High Commission in Ottawa within 2 weeks of your appointment at the Centre.

Receipt of the visas is pretty quick after that.

Persons who have either a parent or grandparent born in the UK may qualify for a Certificate of Entitlement or UK Ancestry Clearance. And of course, those born in the UK or holding a UK passport may also qualify for alternative entrances which would allow you to live and work in the UK without going through the above Entry Clearance process. If you think you may qualify, it is worth your while to inquire to the Immigration Section of the British High Commission in Ottawa.

Persons who have either a parent or grandparent born in the UK may qualify for a Certificate of Entitlement or UK Ancestry Entry Clearance, respectively. Both would allow the holder to live and work in the UK, and would be an alternative to Entry Clearance in the permit-free category. Enquiries for further information should be addressed to the Immigration Section of the High Commission.

**United States:** The requirements for exchange to the U.S. have changed recently. There is now a four page medical form that must be filled out. You will need to apply for a J1 Exchange visa and your spouse and children under 21 years old apply for a J2. When contacting the American Consulate in Toronto for visas, phone 416-595-1700, Extension 220. Requirements continue to change. When matched call us.

**Other Countries:** Contact the appropriate Consulate, Embassy or High Commission. It is always wise to start as soon as possible. If you are encountering difficulties please contact the CEEF office.

## EMPLOYMENT OF SPOUSES

Reciprocal agreements are in place between Canada-Australia, Canada-Britain and Canada-New Zealand. Only spouses may apply for work in New Zealand; spouses and dependent children are entitled to work in Australia and the United Kingdom. Please note that these entitlements may apply only to legally married couples and their children. Check when applying for your visas.

Although agreements are in place, obtaining employment can prove difficult. If your spouse plans to apply for a job, he or she should take copies of documentation (degrees, certificates, letters of reference, etc.) for use. A copy of a recent medical examination is a good idea, especially if a spouse wants to teach. Also, if your spouse may be employed in health care or with children, a police check may be required.

If your spouse or child is intending to work while in the Southern Hemisphere, make sure their visa is stamped upon entry to the country. Do not wait until after because it will be very difficult.

**Note:** Canada does not have agreements with other exchange partners which enable family members to work. It may be possible for family members to find work in other host countries but this is often dependent on whether any permanent resident can fill the position being sought.

## CHILDREN

### Yours and Your Exchange Partners

If you have school-age children, ask your exchange partner to recommend a local school. Also verify with your partner details of immunization. Parents should carry all immunization records with them. Check to see if a Student Authorization is needed; apply for this at the same time you apply for entry visa.

Your exchange partner does not need to have permission from a **particular** Canadian elementary or secondary school to obtain Student Authorizations for their children. **Student Authorizations must be obtained.** This information is provided in case your exchange partner asks. Often confusion arises because people get advice from teachers who were previously on exchange. Students may attend school without payment of fees; see note following.

**Note:** The Australian Department of Employment and Immigration requires, by law, that all foreign students pay school fees. These are approximately \$350 (Australian Dollars) per student. Attempts to have this fee waived for exchangees have been unsuccessful. However, many jurisdictions seem to be less than diligent in asking for payment. **DO NOT BE THE ONE TO OFFER!**

## CONSULATES, HIGH COMMISSIONS, EMBASSIES

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Australian High Commission  
50 O'Connor Street  
Suite 710  
Ottawa, ON K1P 6L2  
www.ahc-ottawa.org  
613 236-0841  
FAX 613 236-0026

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British Council General - Bay St. Toronto  
416 593-1267

British High Commission  
80 Elgin Street  
Ottawa, ON K1P 5K7  
613 237-2008  
FAX 613 232 2533  
www.britainincanada.org

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Consulate General of the  
Federal Republic of Germany  
77 Admiral Road  
Toronto, ON M5R 2L4  
416 925-2813

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Embassy of the Federal  
Republic of Germany  
1 Waverley Street  
Ottawa, ON K2P 0T8  
613 232-1101

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The Netherlands Consulate General  
1 Dundas St. W., Suite 2106  
Toronto, ON M5G 1Z3  
416 598-2520

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Royal Netherlands Embassy  
350 Albert St. Suite 2020  
Ottawa, ON  
613 237-5030

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Consulate General of the United States of America  
360 University Avenue  
Toronto, ON M5G 1S4  
416 595-1700

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Consulate General of the United States of America  
85 Albert Street  
Ottawa, ON K1P 6A4  
613 238-5335

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Royal Danish Embassy  
47 Clarence St. Suite 450  
Ottawa, ON K1N 9K1  
Tel: 613 562 1811  
Fax: 613 562 1812  
e-mail: danemb@cyberus.ca  
web site <http://www.denmarkemborg/visa.htm>

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New Zealand High Commission  
Metropolitan House  
99 Bank St. Suite 727  
Ottawa, ON K1P 6G3  
613 238-5991  
FAX 613 238-5707  
[www.immigration.govt.nz](http://www.immigration.govt.nz)

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Consulate General of Switzerland  
154 University Ave. Suite 601  
Toronto, ON M5H 3Y9  
416 593-5371

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Embassy of Switzerland  
5 Marlborough Ave.  
Ottawa, ON K1N 8E6  
613 235-1837

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## COMMUNICATIONS

Frequent, detailed, thorough and honest communication with your exchange partner is the key to a successful exchange. Phone calls can be very expensive. Faxing is relatively cheap. **Best of all is E-mail.** Some of the larger boards also have bulletin boards where you can get access to E-mail. More and more teachers are also using free website addresses for both audio and video communications with partners, friends and home.

Exchanging school information booklets, maps, tourist pamphlets, newspapers, advertisement pages and anything else that would help prepare your partner has been found to be very effective.

## TRAVEL ARRANGEMENTS

**IMPORTANT** - Make sure you and your exchange partner share information early **about the exact dates of the beginning and end of the school year, before anyone starts booking flights.** Before booking flights, check to see whether there is an orientation on the other end which you are expected/required to attend. This may precede the beginning of school depending upon the destination. Travel arrangements and choice of travel agent are your responsibility.

**Book your flight early!** You must be in your host country for the beginning of their school year (term and peak travel times can vary in different parts of the world. Visa departments will tell you not to book ahead in case your visa is refused. However, it may then be too late to get what you want. Check with your travel agent to find out what the policies are around cancellation. It is the airline not the agent that makes these policies. Do know before you pay.

A travel agency that has handled arrangements for a significant number of teachers going on Southern Hemisphere exchanges is:

Pacesetter Travel Phone: 416 322-1031 or Toll Free 1 800 387-8827  
3284 Yonge St., Fax: 416 322-1109  
Suite 301,  
Toronto, ON M4N 3M7  
Alice Teramoto at extension 5306 is knowledgeable about exchanges.

Identify yourself as an exchange teacher, because several of their senior consultants are dedicated to expertise in the area of exchange teachers. They are familiar with the kinds of travelling teachers want to do en route to their host country. Historically their prices have been the most competitive. In addition they have been able to make arrangements for 13 month tickets which are often difficult to get. They offer a choice of airlines, specially negotiated fares, a wide range of stopover options, accommodation bookings, car rentals and individual counselling. A representative is usually present at the outgoing orientation session in June in Ontario.

Another agency that works very hard for clients and is able to obtain particularly excellent rates in the Northern Hemisphere as well as highly competitive fares for the Southern hemisphere is:

Garner Travel Amex – Agent Heather Brown  
Tel: (705) 721-6600  
Email: Heatherkwt@rogers.com

Ask for Heather Brown specifically and identify yourself as an exchange teacher. She is designated for exchange teachers and specializes in international air travel. She offer individually tailored travel for candidates in all provinces.

## EXCHANGE TEACHING

Now that you have arranged the exchange and are completing personal and professional plans prior to departure, you may have a little time to consider the implications of teaching in another country for the first time.

Even as a very competent, experienced educator, you may still experience some anxiety / stress when faced with new and perhaps unusual teaching situations. This feeling is natural for all teachers on exchange. Do not panic, time will usually cure the problem.

Former exchangees have suggested the following:

- Be careful not to overstate your abilities and qualifications.
- Obtain as much specific information as possible on the school / institution and curriculum to be taught.
- Request a detailed description of the teaching assignment, including a timetable and if possible, an outline of the courses to be taught, course content, daily routines (attendance etc.)
- Try to determine as much as possible what your host school administrator expects.
- Don't be disappointed if you are not invited by other teachers to share your ideas or experiences.
- Avoid criticism. Any criticism may be counter-productive.
- Be prepared initially to be treated as a first year teacher or supply teacher by your students.
- Be more formal and strict at the beginning of the year than you might be at home.
- Bring books, maps, photos, slides of your home, school and community.
- Bring resource materials for any special units you enjoy teaching.

Prepare units of work with resources for the first term for your partner and request the same of your partner.

Teach well. People will initially judge you by your teaching and work around the school. The school and community more readily accept conscientious and enthusiastic exchange educators. Write to the principal dean as soon as possible and provide additional information about your teaching experience, your interests / areas of expertise.

**NEW - Important information:** All Australian states now require require you to go through some process of teacher registration. They will send you the forms. The cost varies. Also, you can usually download the forms faster than they will send them to you. Each jurisdiction has different forms but they should advise you. In the past, exchange teachers have been exempt from this process and all jurisdictions are protesting but it is in effect now. CEEF has been told that some teachers have avoided the costs for notarizing documents for this process by going to their local Health office or government office where there are Commisioners of Oath with the required signatures and stamps who will do this for free.

**B.C. Teachers please note:** Prior to leaving, please advise the B.C. College of teachers of your exchange plans to ensure your College fees are paid and that you continue to receive College updates. You can log-on to their website [www.bcct.ca](http://www.bcct.ca) , Certificate Holders Area, to update your contact information or call Membership Services at 604 731 8170, ext. 11.

## SCHOOL YEAR AND SCHOOL HOLIDAYS

**The exchange year usually encompasses the full school year of the host country. Confirm with your exchange partner the dates of your first and last day of teaching, as well as the time periods of school holidays.**

### **Australia and New Zealand Exchangees**

A Southern Hemisphere country's school year generally begins in late January or early February. Their longest vacation period (approximately six weeks) begins at the Christmas recess. Depending upon whether their school year is divided into three or four terms, there are two or three shorter recesses of one or two weeks duration during the year. This will affect the timing of your (and their) vacation periods and travel arrangements.

**If you teach in an elementary school**, your exchange partner is expected to begin work immediately after the Christmas holidays; that is, the first school day in January. **If you teach in a non-semestered secondary school**, your exchange partner is expected to begin right after the Christmas holidays. If your school holds examinations in January, it may be more sensible to start the exchange at the end of the examination period. This is at the discretion of the Canadian principal and should be negotiated to the satisfaction of both parties. **However, if you have to stay longer into January this year, your exchange partner will do the same next year, so that your holiday periods are equal.**

**If you teach in a semestered secondary school**, note that the calendar year exchange with Australia and New Zealand generally takes place at the following times:

The Canadian secondary school teacher teaches until the end of the first semester (that is, close to the end of January) and will be expected to start teaching in Australia or New Zealand in late January or early February. Sometimes this does not allow much time to reach your host jurisdiction. You may have to negotiate with your principal to schedule your examinations among the first in your school to meet all deadlines. It has been our experience that principals are normally co-operative and understanding in this situation. CEEF advises them that this situation may arise.

The holiday period for the Canadian teacher will be delayed until the end of the teaching year and will extend from Christmas to the end of January. Australian states usually have three or four school terms separated by one or two weeks recess. This enables exchange teachers to travel at intervals during the year and from mid-December to the commencement of the second semester in their home jurisdiction.

The Australian or New Zealand teacher will have his or her holiday period from Christmas to the end of January or early February, the normal summer recess in Canada, and **then teach to the end of January of the following year.**

**TIMING AGREEMENT: THIS IS A MOST CRITICAL DOCUMENT TO HAVE SIGNED AND SENT TO CEEF BEFORE LEAVING. THE LEGAL ASPECTS OF YOUR EXCHANGE ARE NOT CONSIDERED COMPLETE UNTIL THIS IS RECEIVED.**

# HEALTH INSURANCE

## MAKE SURE YOU ARE FULLY COVERED

### ONTARIO

1. Notify O.H.I.P. that you will be working outside the province for a full year. Each member of your family **must register**. Only then will you be covered for 12 months. Ontario residents who do not register and who spend more than 212 days outside Canada will have a **three month** waiting period on their return. If you will be out of Canada longer than 12 months get travel insurance as well.

When you go to the O.H.I.P. office to register, take with you the certificate confirming your exchange, proof of citizenship, proof of residence (two items with your address on it), a piece of I.D. with your signature and your health card. It is very frustrating, especially in larger cities, where line-ups can be long, to find that you don't have sufficient documentation. **While there, pick up a brochure that explains just what is covered outside the province.**

For interprovincial exchanges, O.H.I.P. normally covers you for three (3) months and then you should become enrolled in the medical plan of the province to which you are exchanging. Again check directly with O.H.I.P. for current regulations and limits and notify them you will be outside the province for a year. Also, check your board's extended health care as it relates to treatment outside the province.

2. O.H.I.P. coverage outside the country is **NOT** adequate. Check your board's extended health policy for additional coverage. Particularly check time limits outside the province.

### BRITISH COLUMBIA

1. Notify MSP that you will be working outside the province for a full year. Each member of your family **must register**. Only then will you be covered for 12 months. If you will be outside British Columbia for longer than 12 months you will have a three month wait period upon your return. Your coverage is good to the last day of the month in which you left one year ago. Therefore, you could leave on the 1<sup>st</sup> of January and be covered until the 31<sup>st</sup> of January the following year. You must also notify the MSP office upon your return.
2. Depending upon the country to which you are going, MSP coverage alone may not be enough. For example, MSP covers hospital care at a given rate per day in B.C. and that is what they will pay for a hospital stay abroad. If the country that you are in charges more than that figure, it will need to come from your pocket or your additional coverage. Check with your extended health plan carefully as it relates to treatment outside the province for **this length of time**. Many extended plans only cover for three months. It may not be enough.
3. For interprovincial exchanges MSP normally covers you for your entire exchange period. Check though for the particular province to which you are travelling. Again, also check your extended health plan as it relates to this situation.

**NOTE: THE BRITISH COLUMBIA WORKERS' COMPENSATION BOARD DOES NOT EXTEND YOUR COVERAGE FOR THE PERIOD OF YOUR EXCHANGE. NOR ARE YOU COVERED BY THE FOREIGN JURISDICTION DURING THAT TIME. YOU SHOULD RESEARCH YOUR EXTENDED HEALTH PLAN, MSP OR ANY ADDITIONAL MEDICAL COVERAGE THAT YOU CARRY TO BE ASSURED THAT SHOULD YOU HAVE A WORKPLACE ACCIDENT OF ANY KIND DURING YOUR EXCHANGE, YOU WILL BE ADEQUATELY INSURED. APPARENTLY BCAA HAS A REASONABLE PLAN AVAILABLE.**

### NEW BRUNSWICK

1. In order to retain full NB Medicare coverage for you and your family for the year you must submit a letter requesting the Director's Approval for the extended coverage. The letter needs to be sent to the head office and must include a copy of your exchange certificate, exact details of your location and the dates you will be absent.

2. Depending on the country to which you are going, NB Medicare coverage alone may not be enough. Check with your extended health plan carefully as it relates to treatment outside the province for this length of time. With assistance from your partner as to specific costs (e.g. visit to the doctor's office) assess whether your Medicare coverage with your Extended Health plan will be sufficient.

## **NOVA SCOTIA**

1. You can continue your MSI coverage for the year of exchange. You need to call Nova Scotia MSI Registration and notify them of your departure date and return date. A letter is issued to your file and you are advised to ask for a copy of this letter to have with you to avoid any issues.
2. While away, coverage will be at Nova Scotia rates. As above, find out through your partner what specific costs would commonly be and then assess whether your MSI coverage will be enough.

## **PRINCE EDWARD ISLAND**

1. The Hospital and Medical Services Plan will cover you out of country for up to one year, once in a lifetime. Contact the Department of Health and Social Services to ascertain procedures to both make them aware and as how to submit foreign claims.

## **BRITISH COLUMBIA, NEW BRUNSWICK, NOVA SCOTIA, ONTARIO AND PRINCE EDWARD ISLAND**

1. **Britain** allows exchange teachers to go on their national health plans. Check with your exchange partner as to the adequacy of these plans if you plan to rely on them, i.e., what is and what is not covered. **Register for the health plan in the United Kingdom as soon as possible after your arrival.**
2. **Australia** and **New Zealand** no longer allows exchange teachers to enroll in their Medical Plans.
3. **Switzerland** - Take with you proof of adequate medical insurance; otherwise you will be charged for insurance whether you wish it or not.
4. **Denmark, Germany, the Netherlands** - Since you may not be eligible for medical coverage in the country of your exchange, please check with the appropriate consulate office.
5. It is your responsibility to see that you are adequately covered at all times. If all of the above are not adequate, get private insurance **BEFORE** you go. Getting additional coverage after your arrival at your destination is almost impossible.
6. The Ministry of Health for Ontario publishes fact sheets providing descriptions of various features of O.H.I.P. health coverage. The Medical Services Plan of British Columbia also publishes a pamphlet titled **Leaving B.C.** Similarly, New Brunswick Medicare can advise you of exactly what the coverage will be as do Nova Scotia and Prince Edward Island. CEEF strongly recommends that you obtain copies of this information when you are reviewing your health insurance needs for your exchange period.
7. **Private insurance** - You can obtain information on all private carriers by calling the Canadian Life and Health Insurance Bureau at 416-777-2221 or 1-800-268-8099.

Having done that, you may wish to check out and compare TIPS Travel Insurance as outlined later in this booklet. They have consistently offered our teachers very good rates. If interested, contact Anne Winter at 1-800-565-9267. As well, sometimes your travel agent can provide the most economical additional medical coverage. CEEF has been advised by BC exchangees that BCAA has given them the best coverage and prices that they have found on Health coverage.

8. To avoid delays, do not hold your bills and receipts until you return to Canada. Mail them to your provincial insurance carrier, as you receive them. Prior to leaving, make sure you know where to send bills. When submitting bills for payment, both provincial plans require the original plus identifying information such as date of birth. Keep a photocopy.

**9. Doctors:**

If there are no doctors in your home town or city who are taking new patients, ask your family doctor if “in lieu” of the service you would require, would they consider taking your exchange partner (and family).

**DENTAL PLANS AND PRESCRIPTION MEDICATION**

All the foregoing advice about medical insurance also applies to dental insurance. Be covered. Check carefully what is and is not covered by your board’s dental plan and that of the host country.

It is wise to have a dental check-up before you leave Canada.

If medication is needed on a regular basis by any member of your family, you may wish to acquire a year’s supply of prescription medication. A letter from the doctor explaining this need would facilitate the crossing of international borders. Such a letter will also help if it proves necessary to refill a prescription.

## Supplemental health coverage for Travel Emergency Excess Hospital Medical Insurance

The following is a sample plan and in the past this company has offered competitive rates. Check with the travel agent that you are using. Sometimes you can get excellent deals. If interested in this particular plan, please call Ann Winter at Verstraete Travel at 1-800-565-9267 or email Ann at aurora@verstraete.com



### Emergency Medical Insurance Summary

#### Plan Information and Eligibility

- For Travel anywhere in the world
- Must be purchased prior to departure date and for the full duration of the trip
- Insured must call the Emergency Assistance Provider immediately prior to seeking medical treatment
- For clients up to the age of 59 years
- Family rate includes Mother and Father up to age 59 and dependent children under age 21 or under 26 if a full-time student or any age if your child is mentally or physically handicapped.
- Must have a valid Canadian Government Health Insurance Plan (GHIP).
- If travelling outside your home province for more than 183 days you must contact GHIP to have their Government Health Insurance Plan extended.

#### Summary of Coverage and Benefits

<b>Emergency Medical</b>	<b>Unlimited</b>
Hospital Accommodation	Included
Physician's Fees	Included
Prescribed Laboratory Tests and X-rays	Included
Private Duty Nursing during Hospitalization	Included
Local Ambulance Service (licensed) or Taxi	Included
Medical Equipment	Included
Paramedical Practitioners	\$300 per profession
Prescription Drugs	Included
Emergency Dental Treatment (Due to an Accident)	Cost incurred in destination (plus \$1,500 on return)
Other Emergency Dental Treatment	Up to \$300
Vehicle Return	Reasonable costs
Visit to Bedside	Return airfare plus up to \$500 for commercial accommodation and meals
Accommodation and Meals	Up to \$1,750 (\$350 per day)
Emergency Air Transportation	One Way Return airfare or stretcher fare or air ambulance
Qualified Medical Attendant	Return airfare plus overnight lodging and meals
Return of Travelling Companion	One way return airfare
Return & Escort of Children	One way economy airfare plus escort or
Child Care Cost	Up to \$500 (\$50 per day)
Return to Destination	One way economy airfare
Hospital Confinement Allowance	\$50 for each 24 hr. period in excess of first 48hrs. of hospital confinement to max. of \$500
Repatriation of Remains	Unlimited
Cremation/Burial at Destination	Up to \$3,000
<b>After Departure Assistance Services</b>	<b>24 hours a day/7 days a week</b>



*This is only a brief Summary of Coverage, please refer to T.I.P.S. Policy for complete details.*



## Pre-existing Condition Exclusion

This insurance does not cover and no benefits will be payable for;

Any pre-existing conditions or related medical conditions which were not stable and controlled during the 60 day period before your covered trip departure date or which in the opinion of your Physician, would be expected to require treatment in the foreseeable future.

**Stable and Controlled** means the medical condition is not worsening and there has been no alteration in any medication for the condition or its usage or dosage, nor any treatment, prescribed or recommended by a Physician or received within the time period specified above, prior to your departure date or policy effective date.

## 24 Hour After Departure Assistance Services

If you experience an emergency that requires assistance, medical treatment or hospitalization, you must contact the Emergency Assistance Provider at the telephone numbers provided in the policy before admission to Hospital or within 24 hours after a life or organ-threatening Emergency, unless you are unconscious or physically unable. As an alternative, someone else, such as a family member, Travelling Companion, Hospital or medical staff, must call on your behalf.

If you do not contact the Emergency Assistance Provider within the time specified, you will be responsible for paying 30% of eligible expenses incurred.

## Services of our Emergency Assistance:

- Approval of covered expenses.
- Explanation and clarification of benefits and coverage.
- Referral wherever possible, to a hospital and/or physician close to your location.
- Contact with personal physician, immediate family, travel service provider(s).
- Monitoring of care by our team of medical professionals.
- Approve and arrange for repatriation of insured.
- Approve and arrange a transfer to a proper medical facility.
- Provide multilingual interpreters to communicate with physicians and hospitals in foreign countries.
- Arrange direct payment for all providers.
- Approve and arrange the return of a travel companion, children and escort.

## Rates – 365 Day Duration

<b>Cost per person: For ages up to 24yrs</b>	<b>- \$ 690.00 less 15% CEEF discount - \$ 586.50</b>
<b>For ages 25 to 49 yrs</b>	<b>- \$ 912.00 less 15% CEEF discount - \$ 775.20</b>
<b>For ages 50 to 59 yrs</b>	<b>- \$ 1,239.00 less 15% CEEF discount - \$ 1,053.15</b>

For a family rate, multiply the eldest adult rate by 2.

## HOME INSURANCE

Notify your insurance company that someone else will be living in your house. There may be long periods when both you and your exchangee will not be on site in your home. Most companies insist that a dwelling be checked on a regular basis. Keep in mind that your exchangee may not be familiar with the consequences of neglect of heating or water pipes during the Canadian winter. Ask your insurance company if they have any regulations about the house being checked periodically when everyone is away. **Written confirmation** should be obtained from the insurance company stating that the insurance policy remains in effect during your absence.

It is likely that your home insurance will require renewal at some time during your absence. Make arrangements with your agent to ensure there is no lapse in coverage.

Make sure that your insurance policy will cover any damage that might occur. Usually your policy remains in effect and covers your home, your belongings and those things that you take with you on exchange. It does not cover items brought in by your exchangee, however their policy should cover that.

Check how long your Homeowner's Policy will cover items you take with you. Check on liability coverage that could be considered yours / your partner's fault (e.g., bike in the hall that someone falls over and breaks a leg).

## CAR INSURANCE

Take a letter of experience for each driver who will drive while in the host country. Letters should include names, policy number and insurance record for the last six years.

If you are going to cancel your insurance here for the year you are away, **make sure your company will not classify you as a new driver when you return**. If there is any question in your mind, get a family member or friend to list you on their insurance as an occasional driver for the exchange year. That way, you can demonstrate a continuous insurance coverage history.

**Warning:** Licence of your exchange partner: Your partner is deemed to be a resident of Ontario and his/her foreign licence is good here for 60 days. After that he/she should acquire an Ontario licence. Incoming teachers from the UK and Switzerland can directly exchange their licenses. In British Columbia the incoming exchangee may drive on the licence of their home jurisdiction or an international licence for **6 months** and then must acquire a B.C. licence. This can be circumvented by their leaving the province and restarting the 6 months upon their return. In New Brunswick the exchange teacher may drive for the year on an international license plus their own home license. Also in NB, a teacher with a valid driver's license from the UK, Switzerland, Germany, Australia or New Zealand may directly exchange their license for a provincial one. In Nova Scotia their home license and international licenses are valid for 90 days before they must acquire a provincial license. In Prince Edward Island their home license and international license are valid for 120 days. If your exchange partner is from the UK, Germany or Switzerland, they may directly exchange in PEI. While many coming to Canada choose to just use an international licence all year, make sure if they are driving your car on your insurance you know the implications (if any) of their failing to get a provincial licence. Get any statement from your insurance company in writing. The problem with an exchangee driving on an international licence is getting insurance. Our understanding from the Insurance Corporation of British Columbia is that after 6 months, they cannot obtain their own insurance without a B.C. licence. However, if they leave B.C. for any period and return for another 6 months, they can be insured and continue to drive on their international license. Some Ontario and New Brunswick insurance companies may be able to provide them insurance on the basis of their international license but it is more common for them to be asked to get a provincial license.

## DRIVER'S LICENCE

For most destinations your Canadian driver's licence will suffice. **Check that it is not up for renewal while you are away**. Renewal from abroad can be complicated. Try to renew while you are here. Check that your licence or an international one is valid for your full stay in the foreign country, especially when this affects insurance coverage.

**International Driver's Licences** are available inexpensively through the Canadian Automobile Association. If you choose not to acquire one, consider all the places you plan to travel and make sure your provincial licence is sufficient. An international licence is normally valid for only one year. It can be renewed but only by someone acting on your behalf in Canada. We suggest that you wait until close to time of departure before acquiring one. These do not require a driver's test.

**For your information**, breathalyser units and radar are very prevalent in Australia and New Zealand. There is a law against using a cellular phone while driving.

## CUSTOM DUTIES

Check before buying your air ticket. Get a brochure on Canada Customs' regulations before leaving. Rules on what you can bring back vary according to the length of your absence. If you will be outside the country over 365 days, you can bring back a tremendous amount duty free, provided it has been in your possession for six months. However, there is often a problem getting a 13 month ticket.

Sometimes it can be arranged that you leave the country early on a particular date one year and return later on the same day a year later. Thus, you can get maximum use of duty exemptions and still fall within the one-year limit on airline tickets.

If you plan to import wine, cars, etc. check for rules and restrictions before you leave Canada.

## BANKING

Before leaving home, inform your bank and consult your bank manager in order to prepare the most convenient and cost-effective transfer method. Find out if your bank has an affiliated bank branch near your destination. It may be possible to open an account in your host country before you leave. This is not always easy. Consider arranging for a power of attorney with a trustworthy friend or relative. Take a letter of reference from your bank to facilitate opening an account in your host country. Ask about international banking. Your regular bank debit card will work for withdrawing funds in most parts of the world.

You can usually arrange to have sums transferred by wire to your new account in the host country. If you have been a good bank client the fee for this can be negotiated down to a reasonable amount. The fee is for the transaction, not the amount so transferring larger amounts less frequently is the most economical. To ensure immediate access to these funds we are told that you can pre-arrange an email security release once you have established a foreign account.

If you are setting up an account in your exchange destination, you may have to take your exchange certificate and passport with visa in it to present to the bank. Apparently in Australia, both the Commonwealth bank and Westpac Banks can set up accounts for you prior to arrival.

You may choose to use your bank debit card to access funds and then deposit to your new account. It is also possible to have your regular bank card changed for the duration of your exchange to a 'cash card' which allows much higher daily and weekly cash withdrawal limits than the regular card.

Using a cash or bank debit card to access funds usually saves over wire transfer funds and is immediate. Generally, you get a better conversion rate as well.

Exchangees have also had great success with internet banking to take care of continuing expenses at home such as credit cards. Otherwise, making payments on bills that are sent to you is difficult to accomplish on time unless you arrange for someone at home to pay accounts when due.

**Check your credit cards to see if they will come up for renewal while you are away. Consult your credit card company to avoid problems.**

## Starting Capital

It is essential that you have sufficient capital to cover all expenses until you receive your first salary payment. The amount you need will vary depending upon the local cost of living, your housing arrangements, and the number of your dependents. Each exchange partner can help estimate these initial living expenses.

## INCOME TAX

As an exchange teacher, you are considered to be a continuing resident of Canada and as such you are required to file a Canadian income tax return for your year away whether it falls into one tax year or two. Filing deadline is the 30th of April immediately following the end of the taxation year. If tax is owing after April 30th and you file your return after that date, you are liable to pay a penalty for late filing together with interest on the unpaid amount.

Income Tax forms can be obtained from the nearest Canadian Consulate, High Commission or Embassy in your exchange country.

If you are entitled to a refund of tax and you wish it to be sent to an address other than your permanent address, indicate the new address on your return. Enclose a note with your return explaining the reason for the change and that it is temporary. Otherwise, you may not receive the various tax credits to which you are entitled.

If you leave your tax affairs in the hands of a relative or friend, leave a letter authorizing them to act on your behalf. In the absence of a letter, Revenue Canada will not discuss your affairs.

Declare your world income for the year. If you earn income in the other country on which you have been required to pay tax, declare the income earned and claim a Foreign Tax Credit. You will be required to file a **T1 General** return. If you only have a **T1 Special**, make sure you obtain the **T1 General**.

If your spouse works while you are in the other country, he or she is expected to remit the estimated Canadian tax payable to Canada on a quarterly basis. Failure to do so may result in interest being charged on the late amounts. You may claim most of the deductions from income for tax purposes that are available to any Canadian resident.

**Moving Expenses** - that is, the cost of your move to another country. Many exchange teachers have been successful in claiming this expense. According to our liaison, using Interpretation Bulletin IT-178R3 (Consolidated) as reference exchange teachers may legitimately claim this. However, be aware that should you claim this expense it is highly probable that you will be audited.

**Child care expenses** - The expense must have been incurred for the purpose of providing child care expense **in Canada**.

Any questions or concerns should be addressed to:

The International Taxation Office  
Revenue Canada  
875 Heron Road  
Ottawa, ON K1A 1A8

Phone: Toll-free 1-800-267-5177  
We have been told Revenue Canada will  
accept collect calls from overseas at  
613-952-3741

## THE EXCHANGE OF ACCOMMODATION

**YOU ARE REQUIRED TO PROVIDE APPROPRIATE ACCOMMODATION FOR YOUR EXCHANGE PARTNER AND FAMILY.**

**THE DETAILS OF THE ARRANGEMENTS FOR ACCOMMODATION ARE ENTIRELY A PERSONAL AGREEMENT BETWEEN YOU AND YOUR EXCHANGE PARTNER.**

Neither CEEF nor your host jurisdictions can inspect personal property. Nor can either be involved in disputes regarding the adequacy or comparability of accommodation. One of the purposes of requiring photos of the premises to be exchanged is to be assured that accommodations are appropriate; however, arrangements with respect to the use of personal property or financial arrangements between exchangees are personal matters.

**Breakdown of communication concerning accommodation is a private matter. CEEF will not enter into negotiation when problems of this nature arise.**

**The following advice is based on the experience of a great many who have been through the process of exchange. Your exchange partner is also receiving this advice.**

1. The more arrangements agreed to in writing beforehand, the less cause for dispute later. We strongly recommend that you have a formal housing agreement drawn up. See resource samples. Use your own wording to suit your circumstances.
2. Make sure you set exact dates for which the accommodations on both sides will be available and when they must be vacated. (See page 4) \* **TIMING AGREEMENT**
3. Normally, taxes, mortgages and/or rent are paid by the owner of the accommodation.
4. Utilities e.g., electricity, gas, phone, cable, etc. are usually paid for by the person living in the accommodation.
5. Articles that are irreplaceable or very expensive should be stored in a safe place, if possible. This is preferably at another site. **A locked room in your home is not a welcoming or inviting sight for the incoming educator.** Removal advice involves **only** heirlooms or items of great sentimental value. **ALL LINENS, CUTLERY, GLASSWARE, DISHES, COOKWARE, ENTERTAINMENT MEDIA DEVICES, FURNITURE BOTH INDOOR AND OUT, THAT YOU USE, SHOULD BE LEFT FOR YOUR PARTNER.** Ask your partner if there are things on your list that they would prefer removed.
6. Leave instructional manuals or, at least, written instructions for all appliances. Also leave names and addresses of local repair people. The enclosed Planning Guide will assist with this task. If you know an appliance is on its "last legs", choose a replacement model number and leave it with the person who has your power of attorney. You cannot leave your exchange partner without a major appliance. (STOVE, FRIDGE, WASHER, DRYER, TELEVISION).
7. **Pets**  
Having your exchange partner take care of your pets can be an imposition. It is **strongly recommended** that you make alternative pet care arrangements. Be sure you and your exchange partner make your expectations regarding pets absolutely clear. Most exchange teachers will use weekends and holidays for travel.
8. Exchangees from the Southern Hemisphere often have no experience with winter. Leave clear instructions about outside hoses, the need for heat in all rooms at all times to avoid frozen pipes, fuse box locations, furnace filters, cutting grass, shovelling walks, etc. Again the planning booklets will help you organize this information.
9. Accept that there will be some wear and tear on your home and that something will probably get broken. This would also happen if you lived in your home for a year. Remember you will be doing the same to your exchangee's home. Take precautions but recognize minor damage as part of the cost of exchange.
10. **MAKE** sure you leave your home (when you are leaving Canada) and your exchangee's home (when you leave it) **CLEAN**. Even when you have the best intentions, time becomes very short when you are organizing to leave or return home. You might consider hiring a cleaning service.
11. **Be fair and be honest.** In cases of serious dispute, only members of the legal profession can help you and usually the costs of litigation will far outweigh any satisfaction you receive. Moreover, before the year is over you and your exchangee will know many of the same people in both countries. If you are less than fair, honest, and reasonable, your reputation will suffer.
12. The best advice is to leave everything in your home in good repair. Make your home as warm and welcoming as possible. Be able to be proud of the state in which you have left things.

**NOTE: Renters:** You should be aware of the applicability of the Landlord/Tenant Act to your accommodation arrangements. Notify your landlord about someone else using your accommodations and investigate any effect that will have on your lease.

## CAR EXCHANGE AND INSURANCE

**CEEF discourages the exchange of vehicles.** The reasons are many. Because of the amount of travelling done in an exchange year, mileage can mount very quickly. Cars need regular care and maintenance and some persons are more diligent than others. It is difficult to fairly apportion the costs of major repairs should the need occur. Insurance can be a problem if an accident occurs. Moreover, cars exchanged rarely turn out to be comparable. The problems from car exchanges can sour the whole exchange.

TRY to help your exchange partner by investigating the costs of leasing or purchasing a good used vehicle for the exchange period or by identifying local dealers who can be trusted to deal fairly. It may be a consideration to buy each other's vehicles for the year. Arranging with a friend to take your exchange partner car shopping is invaluable.

## ARRIVAL AT YOUR DESTINATION

Your partner will be asked to designate someone to meet you upon arrival at the airport. He/she will also be asked to name a community and school/staff sponsor. Your partner should send you the names of these people. Reciprocally, we ask you to do the same for your exchange partner. **THE PEOPLE CHOSEN AS SPONSORS ARE CRUCIAL TO A SUCCESSFUL EXCHANGE. CHOOSE WISELY. THE SPONSORS WILL LIKELY BE THE FIRST PEOPLE YOU/YOUR PARTNER MEET. THEY WILL FORM THE INITIAL SUPPORT SYSTEM FOR BOTH YOU AND YOUR PARTNER. THEY NEED TO BE WARM, WELCOMING, HELPFUL PEOPLE WHO ARE WILLING, ESPECIALLY AT THE BEGINNING TO GIVE GENEROUSLY OF THEIR TIME.**

Please complete the Database Update Sheet at the back of this booklet, and forward the original to CEEF at 250 Bayview Drive, Barrie, ON L4N 4Y8. These are needed in the CEEF office by June 5th for September exchanges and November 5th for January exchanges. **PLEASE** send them on time. We need to know where to reach you and your exchangee at all times. **If you make a midstream change in residence or school, please let us and your host jurisdiction know. If you change your email address before or after leaving, please notify the CEEF office.**

Your exchange has been made possible through the partnership and cooperation of the offices listed on the following pages. Any concerns that might arise while you are on exchange which cannot be answered locally, can be addressed to these officials.

## FINAL ADVICE

Attend the orientation offered in your host country. Also attend the orientation sponsored by Exchange organizations in your province, usually, late spring. You will meet former Canadian exchange teachers, teachers here on exchange from the area to which you will be going, and other teachers going on exchange. These are the ones who can answer all your questions.

## REMEMBER!

A successful exchange is based, in part, on careful and thorough preparation. Once you have taken care of the practical aspects of your stay such as finances, accommodation, and teaching assignment, take some time to mentally prepare for the year ahead. The following collection of former exchange teachers' observations may help you with your personal preparations:

- Not only is there an exchange of jobs, but there is an exchange of lifestyles as well.
- Always be prepared to have your expectations altered. Keep an open mind.
- Be frank in all correspondence with your exchange partner. Honesty is essential. Represent all components of the exchange clearly and honestly.
- Approach the year as an exchange, not an even trade on all accounts; some things will be better, some will be worse.

- Be flexible, and the year will become a marvellous experience. Realize that there are subtle as well as obvious differences in food, climate, and culture - try not to prejudge the experience.
- Be humble, and not a “know-it-all.” Showing an eagerness to learn about things will encourage those around you to offer help.
- Take half the clothes you think you’ll need and twice the money.
- Keep your passport and visa with you at all times.
- Seize this unique opportunity and see and do as much as you can.
- Be respectful. You are a guest.
- Be excited! Be rested and in good health. And bring your sense of humour!
- Recognize your year as a privilege and thank everyone involved.

## **EXCHANGE AUTHORITIES**

The following are the exchange agencies in the area or country to which you are exchanging. You should take the appropriate address with you. These are the people to be contacted if you have a serious problem.

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## SPONSORS

**It would be difficult to over emphasize the importance of the sponsors. What they can contribute to the comfort and smoothness of the transition and adjustment is enormous.**

Each exchangee should give careful consideration to the selection of their sponsors. Pick someone who can give some of their time and is a good listener. Talk or provide a list to your sponsors of what you expect them to do while your are away. A good rule of thumb is “thinking what you might like done for you at the other end.” Taking the time to ensure that each sponsor is aware of their expected role enables small problems to be solved quickly without turning into major ones. Appointing both a community and work sponsor is wise. Both obviously play different roles.

The role of a **community sponsor** is an important one in ensuring the success of the Teacher Exchange Program. Sponsors ensure a smooth transition into the local community. Community sponsors can assist in the following ways:

- meet the visiting exchange teacher at the airport and/or prepare a meal for their arrival
- introduce the visiting exchange teacher to your family and friends
- provide social support during the early stages of the exchange and be available for advice throughout the year
- provide everyday information such as location of shops, banks, doctors, dentists, travel agents, service stations, etc.
- provide details regarding community facilities, garbage collection and operation of household appliances
- act as liaison and negotiate with both exchange partners if issues or concerns should arise in relation to accommodations or vehicles during the exchange year

The role of a **school sponsor** is also an important one in ensuring the success of the Teacher Exchange Program. School sponsors can assist in the following ways:

- arrange for the exchange teacher to visit the school prior to commencement of teaching duties
- meet the visiting exchange teacher prior to school commencing. If this is not possible, introduce themselves on the first day of term
- introduce the exchange teacher to the Dean/Principal/Head, Teacher/Dept. Head and staff
- familiarize the exchange educator with school procedures, facilities and resources
- ensure that curriculum documents are available for the exchange teacher
- provide support during their stay at the school especially during that first critical report period

**The following is a guide / resource only. Each teacher must develop an individual agreement worded to their needs.**

# HOUSE AND CONTENTS EXCHANGE AGREEMENT (Sample #1)

We the undersigned, agree to the following conditions with respect to the exchange of accommodation:

- The exchange of accommodation will be from \_\_\_\_\_ to \_\_\_\_\_  
DAY /MONTH /YEAR DAY /MONTH /YEAR
- The **Owner** will pay all insurance fees (house and contents) in his/ her own country.
- The **Owner** will pay all property taxes, mortgage payments, cable/satellite fees in his/her own country.
- All utility fees incurred by the **Owner** before the exchange will be paid by the **Owner**.
- The house, its fittings and appliances should be left in a maintenance free condition and in good working order at the commencement of the exchange by the **Owner**.
- The **Owner** is responsible for any costs incurred for the house, its fittings, appliances and contents that can be attributed to normal wear and tear. The **User** is to contact the **Owner** or the **Owner's Agent** who will authorise the carrying out of repairs. The **User** will forward accounts for such costs to the **Owner** or the **Owner's Agent** for payment.
- The **User** will permit the **Owner** or the **Owner's Agent** after 24 hours notice or without notice in the event of an emergency to enter the premises for the purpose of examining the condition of the premises, furniture and effects.
- The **User** is responsible for any costs to the house, its fittings, appliances and contents that can be attributed to neglect or misuse. All items used by the **User** and persons admitted to the home should be left in a state of good repair at the conclusion of the exchange. Broken articles should be replaced by articles of equal value / quality.
- The **User** is responsible for maintaining the lawns, gardens and pool.
- The **User** is responsible for minor costs such as lightbulbs etc.
- Neither home is to be sublet or rented out during the period of the exchange. Approval for long term visitors to stay in the house should be obtained from the **Owner**.
- Both premises are to be securely locked at all times when unoccupied. This is necessary to comply with conditions of insurance.
- Smoking is not permitted in the accommodation.
- At the conclusion of the exchange any unpaid accounts for which the **User** is responsible, are to be forwarded to the **User's** home address.
- Any mail delivered for the **Owner** is to be forwarded to the **Owner's Agent** at regular intervals which should not exceed one month.
- In the event that one party returns home prior to the completion date of the exchange, that party agrees to the following accommodation arrangements and payments: decide where the parties will live, how the returning party will be responsible for the continued payment of utilities / services in the vacated premises eg. phone rental, electricity, heating, lawn maintenance etc., and the continued provision of appropriate housing for the remaining party.

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- In the event of shared accommodation, the following accommodation arrangements and payments have been agreed to should the shared arrangements prove unsuccessful.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Sample #2      LEGAL AGREEMENT FOR PROPERTY EXCHANGE**

**AN AGREEMENT** made this .....(day in words) of  
.....(year in words).

**BETWEEN** .....  
(Canadian teacher and full address hereinafter called “the landlord”) of the one part

**AND**  
.....

.....  
(Overseas teacher and full address hereinafter called “the tenant”) of the other part.

**WHEREBY IT IS AGREED AS FOLLOWS:**

1. The Landlord shall let and the tenant shall take the dwelling situated at and known as  
(Canadian address in full).....

.....  
And the furniture, fixtures, appliances and outside maintenance tools and effects now in this said  
property (an inventory of which is annexed hereto) for a term of .....months from the  
.....day of .....(month).....(year).

The tenancy is determined as free of rent.

**2. The Tenant hereby agrees with the Landlord as follows:**

- not to make any alteration in, or add to, the said premises;
- not to do, or suffer to be done, on the premises anything that may be a nuisance or annoyance to the Landlord or to the tenants or occupiers of the adjoining premises, or anything that may invalidate any insurance of the premises against fire or otherwise or increase the ordinary premium thereof;
- to preserve said furniture, fixtures, appliances and effects from being destroyed or damaged and not to remove any of them from the premises;
- to keep the premises in good repair and condition secured from risks or damage by fire, burglary or otherwise and to yield up the premises at the end of the tenancy with all the said furniture, fixtures, appliances and effects in a clean state and condition (reasonable wear and tear excepted) and to make good and pay for the repair of or replace all such articles of the said furniture, appliances, effects and fixtures as shall be broken, lost or destroyed during the tenancy;
- if any maintenance work is required to the structure of the property or repair of plumbing, heating or major appliances etc. the tenant should contact:

.....of.....  
who will repair / replace and bear the cost of said maintenance work.

- the Tenant shall bear the cost of all consumables such as telephone, gas, electricity, heating etc. used during his / her occupation of the residence.

(provided that the payments referred to above shall be apportioned at the beginning and at the end of the tenancy).

- the Tenant shall notify the owner promptly of anything in the residence which requires maintenance and repair.

- this agreement in full also applies to the spouse, and any other persons accompanying the tenant to share the residence with the prior agreement of the Landlord, as detailed below.

Namely .....

- not to assign the benefit of this agreement or sub-let or part with or share the possessions of the premises or any part thereof;
- not to use material marked for storage for the duration of the tenancy
- to keep all grassed areas and gardens mowed and tended
- to permit the Landlord or his / her duly authorized agent at all reasonable times, with prior written notice, to enter the premises for the purpose of examining the state and condition thereof and of the said furniture and effects;
- the Tenant shall not assign the benefit of this Agreement or sub-let or take in lodgers or paying guests but shall keep the property in the occupation of the Tenant and the agreed members of the Tenant's family only as a private residence.

**3. The Landlord hereby agrees with the Tenant as follows.**

1. To be responsible for all mortgage payments, taxes, television cable / equivalent and the maintenance of house and contents insurance in respect of the residence during the exchange period. If any maintenance work is required to the structure of the property, the landlord must be notified and arrangements mutually made. In an emergency when the owner cannot be contacted the following person can make arrangements.

Name.....Phone.....E-mail.....

2. To notify, if necessary, all interested parties of use of the residence by the Tenant.

**• Early termination**

If one party returns home prior to the completion date of the exchange or this agreement the following arrangements and payments will occur:

.....  
 .....

**SIGNED SEALED AND DELIVERED**

by the said (Landlord).....

In the presence of: (signature of witness).....

**SIGNED SEALED AND DELIVERED**

by the said (Tenant) .....

In the presence of:(signature of witness).....

**NB:** This is intended to be a guide/resource only; each teacher must develop an individual Agreement worded to suit their particular circumstances.

# DATABASE UPDATE SHEET FOR EDUCATORS LEAVING ONTARIO

*Complete and forward to the Canadian Education Exchange Foundation by June 1 (Sept. exchanges), Nov. 1 (Jan. exchanges). Mail to CEEF, 250 Bayview Drive, Barrie, Ontario, Canada L4N 4Y8.*

Your full name \_\_\_\_\_ Exchange Partner \_\_\_\_\_

Family members accompanying you (state names, ages, and relationship to you)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

Your **home address** and postal code

Will your exchangee live here?

If no, where will the exchangee live?

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Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Your **home school / institution**, name, address and postal code

Will exchangee teach here?

If no, give name and address of new school

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Phone# \_\_\_\_\_ Phone# \_\_\_\_\_

Name and address of **person meeting exchangee**  
upon arrival at airport

Name and address of **school/professionall sponsor**  
for Exchangee

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Phone#Home \_\_\_\_\_ Office \_\_\_\_\_ Phone#Home \_\_\_\_\_ Office \_\_\_\_\_

Name and address of your  
**Power of Attorney**

Name and address of your **community sponsor**  
for your exchangee

-----

-----

Phone#Home \_\_\_\_\_ Office \_\_\_\_\_ Phone#Home \_\_\_\_\_ Office \_\_\_\_\_

Has your exchange partner been informed in writing of the dates they are expected to teach here?

YES \_\_\_\_\_ NO \_\_\_\_\_

Have you and your exchange partner established definite dates for the accommodation to be available here and in the other country?

YES \_\_\_ \_\_\_ NO \_\_\_\_\_

Principal Update:

1.If you have a new principal at your school since you submitted your application for exchange, please supply the name.

Principal's Name \_\_\_\_\_

2.If your exchange partner will not be teaching at the school where you were teaching when you applied, please give the name of the principal where your exchange partner will be teaching.

Principal's Name \_\_\_\_\_