



## **THE PRINCIPAL EXCHANGE PROGRAM**

### **BACKGROUND**

The Canadian Education Exchange Foundation (CEEF) is a non-profit foundation to organize both student, teacher and administrator exchanges.

CEEF is pleased to offer the availability of an exchange program for school administrators in cooperation with education authorities in The Netherlands, Switzerland and The United Kingdom. The first principal exchanges took place during the last two years. Exchanges are possible for both elementary and secondary school principals. (The IJK will only be initiating the program at the elementary level next year.) In continental Europe, secondary schools are defined as those with students beginning at the age eleven or older, through approximately age twenty. Exchanges to other countries, including Australia can be explored upon request.

Participating countries where English is not the first language have indicated that appropriate provision will be made to accommodate the language capabilities of Canadian principals. English and French are widely spoken in continental European countries and some schools are bilingual.

### **TIMING**

For the exchange program, the incoming principal spends two weeks living and working with the Ontario principal, and the Canadian principal in turn spends two weeks living and working with the other principal in his/her country. Longer or shorter periods may be negotiated between the exchangees once the connection has been made between the two parties. Similarly, the dates of the exchange are to be negotiated between the two principals and their employing boards or authorities. It is expected that for Ontario principals, the most convenient time might be just before or after March Break, thus granting an extended period of time in the host country.

### **COSTS**

There is a \$37.45 (includes GST) non-refundable application fee. A further \$107.00 (includes GST) fee will be payable on confirmation of a mutually accepted match. This fee is refundable should any unforeseen serious circumstances prevent the exchange or should the other principal withdraw for a legitimate reason. Travel arrangements and costs will be the responsibility of the participants or their employing boards.

### **APPLYING**

THREE copies of the application form accompanying this notice and a \$37.45 (includes GST) cheque should be mailed to the Canadian Education Exchange Foundation at the address below.



**APPLICATION for PRINCIPAL EXCHANGE**

**SECTION 1**

Principal's Name	Surname	Given Names	Sex	Date of Birth
Home Address			Home Phone	
City			Postal Code	
School Name			Phone	
School Address			Fax	
City			Postal Code	
			E-mail	
Director		Superintendent (Immediate Supervising)		
Name and Address of Board			Phone	
			Fax	
			E-mail	
Postal Code				

**SECTION 2**

Please indicate your language capabilities

Language	Excellent	Good	Fair	Minimal	None
English					
French					
German					
Dutch					
Italian					
Other					



**SECTION 5**

Please describe your school.

No. of Staff \_\_\_\_\_ No. of Students \_\_\_\_\_ Age Range of Students \_\_\_\_\_

School Programs: Academic \_\_\_\_\_ Business \_\_\_\_\_ Technical \_\_\_\_\_ Other \_\_\_\_\_

Please provide a brief description of your school. This should include types of programs (including special programs), cultural composition of student body, community served (rural, inner city, etc.), current developments or anything else that is different or special about your school. Please add additional pages if space is not sufficient.

I hereby make application for the Principal's Exchange Program offered by the Canadian Education Exchange Foundation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

The above principal has the permission of the board to apply for a principal's exchange.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Education