

Please **PRINT, SIGN** and return this addendum along with the **FULL** application form!

Participant's Name: _____ School: _____

Addendum for 2018-2019: This addendum is an integral part of our "Full" participant's application form.

Cost of the program: \$1,850 for all students. If, however, the cost of the airfare were to increase, due to higher airport taxes, fuel surcharges, etc., we would have to pass any such additional expenses on to the participants. As of September 27th, 2018 there is no extra fee for checking one bag under 50 lbs. on international flights. If the airlines were to impose a luggage fee, or a participant's luggage was over the weight limit or exceeded the number of checked bags allowed on an international flight, those fees would have to be paid by the participant at the time of check-in.

Schedule of payments: The first deposit of \$650 for The Friendship Connection 4 week exchange program is due with the "Full Participant" application form. We are accepting forms and payments between September 27th and the deadline of **December 31st, 2018.**

The second and final payment of \$1,200 is due by **February 25th, 2019.**

Any payments sent in **after February 25th** must be sent in the form of a **certified bank check** or **money order.**

If the final payment is not received by **April 19th, 2019, prior to the airlines issuing tickets to the participants, The Friendship Connection, Inc. will be forced to cancel that participant from the program and all cancellation fees would apply.** (Please see the "Cancellation Fees" section on our website for more details.)

Responsibilities of the hosting families and guests: The primary responsibility of the host family, both in America and in Germany, is to provide room and board, 3 meals a day and a congenial family atmosphere for the four weeks that the exchange student is visiting. **Students may share a bedroom but must have separate beds.** Although it is expected that host families make an effort to show their guest the local points of interest and to do some limited sightseeing, the main purpose of the exchange is to provide the visitor with a "family stay" and an opportunity to attend classes at the host partner's school; consequently, the daily routine of the host family does not need to be altered. Although it would be expected of a guest to clean up after him/herself, the guest should not be given specific chores such as taking out the garbage, vacuuming, etc.

Guests are instructed to bring along their own spending money for incidentals. If the guest participant attends any event or activity with other teenagers, it is expected that the guest pays his/her own way. However, if the host parents take family members and their guest to an activity or function, it would be expected that the host parents pay for all meals and entrance fees for their guest. (Exceptions: The entrance fees for bigger attractions such as Disney World, amusement parks, etc. should be paid for by the *visitor*; however, the hosting family should tell The Friendship Connection well in advance how much extra money the German partner would be expected to pay, so we can relay this to the German family and receive their permission: e.g. traveling with the band to Florida or flying with the host family somewhere for spring break, etc. **These extra charges should not exceed \$500.**

Flight Arrangements for Americans who visit Germany in the summer: We use over 36 U.S. airports in the spring when the Germans come to visit to make the program more "user friendly" for the large number of U.S. host families. **However, since less than half of the U.S. hosting participants make the return visit in the summer we must reduce the number of airports we use in order to provide the best adult/German teacher supervision for the transatlantic flights. Therefore, some participants might have to drive to the *next* largest airport rather than use a closer one which might have been used by their German partner in the spring.** The local German teacher can help families arrange "car pools" in the summer in order to get as many participants to the next closest airport as possible. **Note:** Since most airlines are reducing the number of flights in order to save money, and since we are trying to transport nearly 150 participants from the U.S. to Frankfurt over a two day period, our groups are often booked on flights with **less desirable departure and arrival times**, just like when one tries to use frequent flyer miles. For those participants who have a connecting flight, for their safety and assurance that they will make their connection, we have asked the airlines to allow at least 2 hours or more between their connecting flight to Germany and at least 3 hours or more on the way home, since they must go through customs when they land in the U.S. and then catch their connecting flight home. Because we insist on extra time between connecting flights, some students may have longer layovers and we ask for your understanding.

If a hotel overnight is required as a result of a missed connection or flight cancellation, the participant's parents would be responsible for the cost of the hotel accommodation if the airlines would not cover the cost. (The airlines are obligated to cover costs due to mechanical failure but not due to weather conditions.)

Important March 10th, 2019 deadline for The Friendship Connection, Inc.: The negotiated airfares we have reserved carry the following stipulation: "All final reductions must be made **by March 10th, 2019** and guaranteed utilization for all remaining booked seats must be made by this date. After this date the group will forfeit \$100 of the deposit for every seat cancelled." For this reason we must release all "extra" reserved seats by March 10th, which must also be our *absolute* deadline for anyone wishing to sign up for the summer program at the price we are offering. If we *can* obtain a seat on the group flight after the given deadline, it most likely would not be at the negotiated group rate and all extra charges would have to be passed on to the participant. If we cannot obtain a ticket from the participant's local airport after the final deadline, then they would be responsible for purchasing their own airfare and would only owe The Friendship Connection, Inc. the \$300 fee to cover the participant's injury/illness insurance, chaperons and administrative fees.

Adult supervision for the summer flights: There will be an "Airport Contact Person" at every U.S. airport who will supervise and assist during the check-in of all students. This person will hand out insurance cards, name tags and other materials, then accompany the group to their gate and stay with them until they board. Most large groups have an accompanying teacher who will depart with the students and fly with them until they land in Frankfurt. However, there are many smaller groups throughout the U.S. that do not have an accompanying teacher with them the entire trip. We handle those groups in the following manner: The "Airport Contact Person" will make sure the group boards their first flight. We "funnel" all unaccompanied groups into "gateway" airports, where they are met by our program's representatives holding up "Friendship Connection" signs, who then accompany the smaller groups to their connecting transatlantic flights. Most transatlantic flights have adult chaperons to accompany our students to Germany and another Friendship Connection, Inc. representative will be at the Frankfurt Airport to greet every arriving group and will remain at the Frankfurt Airport until the last American participant has found his/her German host family.

Switching host families: If a German or American visiting the host country is required to be moved to a new host family for any reason, we tend to relocate the visiting student to a different school district in order to avoid further complications.

Medical Issues: If a participant has a physical or psychological problem which was not disclosed on the application form under the medical section, The Friendship Connection, Inc. reserves the right to send that participant home should this issue cause problems for the German host family or in the school. **Any rebooking fees would be paid by that American participant's parents.**

Flight deviations: Any participant whose parent requests a flight deviation from the group must realize that we cannot provide adult supervision for individuals not traveling with our scheduled groups. See our website for more details about flight deviations and to print out the "Flight Deviation Form."

Passports: **U.S. participants are responsible for making sure they have a valid passport that does not expire before or during the June/July visit to Germany or for 90 days AFTER the travel is completed. This is the law!** Participants are responsible for applying for a passport in a timely fashion. We suggest they apply no later than December or early January prior to their June departure. Call your local U.S. Post Office to find out if they process passport applications, contact AAA for information as to how to get started or visit the government website: <http://travel.state.gov> No other documentation for U.S. citizens is necessary other than a U.S. passport. If a participant does not receive his/her passport before May 1st, call Krista Winzer-Lee immediately for advice and support. **Parents and participants would have to bear the full financial consequences if the passport does not arrive by our June departure.**

Non-U.S. Citizens: **Non-U.S. citizens who plan to visit Germany in the summer as participants on The Friendship Connection, Inc. need to have a Visa in addition to a valid passport from their own country.** Those individuals must contact the proper authorities early on to obtain the proper documentation. The Friendship Connection, Inc. is not responsible for arranging for the proper travel documentation for any participant on our program. We can assist, but the responsibility for obtaining proper travel documentation always lies with the participant and his/her parents.

I, (Parent or Guardian), have read, understand and agree to the terms above.

Parent or Guardian signature

Date