

AMITY INSTITUTE

INTERN REQUEST FORM 2017-2018

Building International Friendship and Cultural Understanding through Teaching Exchange

The Admissions Department will use this form to select the best pool of candidates for your school.
Please give as much detail as possible and return to internsadmissions@amity.org

SECTION 1: School Information

School Name:

School Level: Elementary Middle High School

School Address:

City: State: Zip:

Tel: () Fax: ()

Website:

School Coordinator Name:

Position/Title: School Staff Parent Volunteer

Tel: () Email:

School Principal Name:

Tel: () Email:

Financial Information:

Intern Stipend: \$ /per month (Minimum **\$200**) **The Host School is responsible for paying the monthly stipend directly to the Intern.** The stipend may be prorated weekly according to the assignment start and end dates, but must be paid in full during the assignment regardless of hours worked or school holidays.

Administrative Fee: The Host School agrees to pay Amity Institute the following administrative fees per Intern:
Full School Year: \$1600; One Semester: \$800

Notes:

The administrative fee is not a "visa fee" but covers Amity services, including those listed in the Handbook. Schools are invoiced upon Intern(s) arrival. Partial refunds will be considered under certain circumstances and may be issued in the form of a credit, valid through the following school year.

Billing Contact Name: Title:

Mailing Address:

City: State: Zip:

Tel: () Email:

AMITY INSTITUTE

INTERN REQUEST FORM 2017-2018

Building International Friendship and Cultural Understanding through Teaching Exchange

SECTION 2: Profile Preferences (Please submit] æ ^ ÁÄ ! Á æ & @ ä * ~ æ ^ Á ^ ~ ^ • c å .)

School Name:

Date of request:

After February 1st, When would you like to begin reviewing candidates?

Number of Interns:

Language:

Countries:

Gender: Male Female No Preference

Age range (Select all that apply):

21-24

25-27

27-29

Non-smokers only

Smokers considered

Assignment period (please mark all that apply):

Full School Year

1st Semester

2nd Semester

Approximate dates of assignment:

Special skills, talents or abilities (e.g., music, sports, art, math, computers, etc.):

Additional Requests:

Responsibilities of the Host School:

1. Arrange suitable housing, with three meals a day, at no charge to intern(s). **NOTE: All new host families must be inspected by a school staff member prior to intern(s) arrival.**
2. Submit Host Family Fact Sheet to Amity at least three weeks prior to intern(s) arrival.
3. Arrange supervision and assessments according to the Training/Internship Placement Plan (T/IPP).
4. Arrange a schedule of approximately 32 hours a week, including preparation time, staff meetings and regular extra-curricular activities, in accordance with the activities listed in the T/IPP.
5. Arrange transportation to and from the airport and Host School.
6. Submit all requested forms, fees and information to Amity Institute.
7. Assist intern(s) with submitting all required] [• c å . to Amity.
8. Comply with the governing federal, state and local laws relating to the Intern, including but not limited to the wage and hour laws and the requirements for unpaid interns.