

# **Back-to-Back/Travel Only Participant Instructions**

Keep this document for your reference.

**BIENVENUE!** If you are reading these instructions, you have chosen to have your child participate in the French American Cultural Exchange Program (FACEP) as a **Back-to-Back** (hosting and traveling) or **Travel Only** participant. We look forward to working with you to make your child's experience the very best possible.

**Application Completion Instructions:** In this Enrollment Packet you will find several forms which you must complete. Because the information you provide will be transcribed into a database, it is *very important* that you write legibly or use our fillable Pdf forms (preferred). There are six parts to the application. We must receive all, in their entirety, for your child to be considered for the program. Turn in all forms, together. If you choose to send application directly to FACEP don't forget to inform your group leader about it.

*Note: To be able to type into fillable Pdfs, you need to download them to your computer. We recommend that you keep copies of all the documents you submit.*

1. **Application form:** Complete both sides.
2. **Information File (Dossier):** This is the document that will be used to match your child with a French child, so be as complete as possible with the information you give. Include information that you feel is relevant, beyond what is asked. Be honest and frank in your descriptions. Participation in this program already says amazing things about your child. The "Me and My Family" letter must be written by your child. DO NOT submit this document without the most recent school picture or school appropriate portrait photo.
3. **Payment Agreement:** This is your financial contract with FACEP and *La Ligue de l'Enseignement*. If appropriate, both parent signatures are required.
4. **Release Agreement:** Requested initials, for specified items, may be done by only one parent/guardian. If appropriate, both parent signatures are required.
5. **Reference Form:** Ask permission from each person, before providing their contact information.
6. **Deposit \$300** My check #\_\_\_\_\_

## Additional documents:

**Passport:** **Due January 15:** Apply as soon as possible. New mandates require that the passport **MUST** be valid for a minimum of 6 months from the scheduled return date. You will be providing a color copy. This is needed to secure the travel arrangements. (You will be submitting the passport to your group leader in the week before travel.)

**Medical Form:** **Due April 1:** This form requires a doctor's signature.

**Parent Checklist:** Keep your checklist (this document) handy and up to date.

*Send your application electronically to [facep.office@gmail.com](mailto:facep.office@gmail.com) or by mail to 525 E. Michigan Ave. #206 Saline, MI 48176*

*Note: All checks must be sent to FACEP by mail or hand over to your group leader.*

**For any questions, feel free to contact us:** 734-904-4496 or [facep.office@gmail.com](mailto:facep.office@gmail.com)

We welcome you to the Back-to-Back or Travel Only program and look forward to sharing this adventure with your family.