

MIDDLE AND UPPER SCHOOL STUDY ABROAD APPLICATION 2019-2020

In the spirit of the school mission, ASF embraces the opportunity for students to gain an overseas academic and living experience. The opportunities and need for enhanced global and multicultural understanding is greater now than ever. There are many benefits to study abroad:

- Become stronger candidates for university admission and scholarship programs
- Get a taste of university life and independence
- Gain greater global knowledge and cultural awareness
- Make friends all over the world

Only students who meet the following requirements may apply to study abroad and reserve their space at ASF:

Requirements

- A minimum of an 80% overall GPA or grade level equivalent, in the division, with no failing grades (below 60) and not currently on Academic, Behavioral or Attendance probation. The school leadership reserves the right to consider other academic, behavior, and/or social factors to determine final approval.
- Upper School students must attach the last 3 semesters transcript to the application form. You may request it with the counseling secretary.
- Family researches international schools, their academic program and application process and requirements. ASF cannot recommend schools for study abroad.
- The school selected for the year abroad must comply with ASF's academic program (attached to this application form). Please review the Middle School or Upper School course catalogs found at www.asf.edu.mx for additional information.
- A copy of the specific academic plan for the student must be attached to the application form. If this information is unavailable at the time of application, it must be submitted to counseling before the end of the current school year.

Steps and Dates

- Family must complete the applicant information page, sign the Parent Consent and Contract included in the application form and return to Counselor before **February 8, 2019**. Once the completed application has been received it will be reviewed by the Study Abroad Committee. Decisions will be communicated to families by **February 28, 2019** by the Counselor.
- Once the Study Abroad Committee has issued its approval, and the student has been accepted, the family must indicate that the student will not return to ASF and will Study Abroad, during the re-enrollment process that takes place in the month of **March**.

Important Considerations

- Approval to study abroad and reserve space will be withdrawn under the following circumstances:
 - A student fails to maintain a GPA of 80% or has grades below 60%
 - A student goes on academic probation after semester 2
 - A student goes on behavior or attendance probation during semester 2

- Family must complete the official Notice of Non- Returning & Withdrawal Form process during the re-enrollment period for the 2019-2020 school year. A signature from the student's counselor must be obtained to indicate approval.
- ASF will require a \$10,000.00 USD non-refundable fee be paid per student for each year of study abroad for a maximum of two years, before the student leaves at the end of the current school year (June 2019). **This fee is subject to change upon approval by the Board of Trustees in January, 2019.**
- The Admission and Financial Aid Office will issue a receipt for the fee to be paid at the cashier's office between **June 6 and June 20, 2019** and the Admission Office will provide the instructions on how to proceed with the reentry process (copy attached).
- The fee guarantees the student's space at ASF upon return, provided that the student fulfills a minimum of 80% overall final average, with no failing grades, is not on Academic Probation (by ASF standards), demonstrates appropriate conduct, and submits strong recommendation forms during his/her time abroad. ASF reserves the right to consider other academic, behavior, and/or social factors to determine final readmission approval.
- A family will be charged a reentry fee equal to the established Study Abroad Fee (if space becomes available) under the following circumstances:
 - A student going abroad for one to two years did not meet the requirements to reserve their space or
 - A student going abroad for one to two years was approved to reserve his/her space and elected not to pay the fee to reserve the space.
- When a student studies abroad in grade 10 or 11, the final transcript must be Apostilled before leaving the host country. **Grades earned abroad will be reported on ASF transcripts as P and will not be calculated as part of the ASF GPA.**

Middle and Upper School Study Abroad Academic Requirements:

6 th	7 th	8 th	9 th	10 th	11 th
English 6	English 7	English 8	English 9	English 10	English 11
Foreign Language (optional)	Foreign Language (optional)	Foreign Language (optional)	Foreign Language (mandatory)	Foreign Language (mandatory)	Foreign Language (mandatory)
Ancient Civilizations	Medieval History	US History	World Hist/ Intro to Econ	World History	US History
MYP Math 1*	MYP Math 2*	MYP Math 3*	MYP Math 4*	MYP Math 5*	PreCalculus
Earth Science	Life Science	Physical Science	Lab Science, Biology	Chemistry, Physics	Anatomy or Physics
Phys Ed or Sports	Phys Ed or Sports	Phys Ed or Sports	Phys Ed /Health	Phys Ed	Psychology
Art	Art	Art	Art	Art	Art

*ASF follows the IB Middle Years integrated Math curriculum for grades 6-10. A detailed curriculum can be found in Common Core Appendix A for mathematics. See the ASF Course Catalogues at www.asf.edu.mx for additional information.

Applicant information:

Student Name: _____ ID: _____

Current Grade: _____ Counselor: _____

Study Abroad School: _____

Grade entering at study abroad school: _____

Please contact the school the student is planning to attend to obtain specific course titles and descriptions. This information should be included in your application.

The student is committed to pass the following courses:

English:

Foreign Language:

Social Studies:

Mathematics:

Science:

PE:

Art:

Other:

Special recommendations:

Counselor's Signature: _____

Parent and Student Consent and Contract Form

Studying abroad requires the student to take on a certain amount of self direction in meeting the requirements necessary to succeed. Students are challenged at high academic and personal levels as they negotiate the world away from parental support. In this context, students are expected to maintain a minimum 80% overall final average with no failing grades during their time abroad. **The family and student must be in contact with the admissions office about the re-entry application process.** Once the student has been accepted to return to ASF, he or she must turn in to Student Records Office the Final Official Transcript (for grades 10 and 11, it needs to be Apostilled in the country where studies were completed).

A student will not be eligible to return to ASF after studying abroad under the following circumstances:

- The student fails to earn an 80% overall final average during the time abroad
- The student receives at least one grade below 60 or two grades below 70.
- The student does not have the proper behavior recommendations.

Please indicate that you understand and agree to these terms and conditions by signing and dating your consent below:

Parental consent: _____ **Date:** _____

Student consent: _____ **Date:** _____

Study Abroad Committee Approval: Yes _____ No _____

Study Abroad Re-Enrollment Policy

Students who meet the following criteria to study abroad may reserve a space upon returning to ASF:

- A minimum of an 80% average with no failing grades and a record of good conduct in the division at ASF.

The Admission Office Study Abroad Process begins at the end of the school year, June 6, 2019 once the withdrawal form has been signed and approved by the Head of School.

Re – Entry Process:

1. When the request for study abroad has been approved and the student has been accepted, you must complete an online application form to return to ASF before **January 13, 2020**.
2. ASF will require a \$10,000 USD non-refundable fee per student for each year he/she studies abroad for a maximum of two years, payable before **June 20, 2019**. **If payment is not received by the established date, space will not be guaranteed.**

Available types of payment at Cashier's office: ☐

- Checks in either U.S. dollar or Mexican peso equivalent. (Payable to: **The American School Foundation, A.C.**)
 - National and foreign credit and debit cards (except American Express)
3. The fee guarantees the student's space at ASF provided the student fulfills the academic requirements.
 4. Readmission to ASF is contingent on the student's academic performance and conduct during his/her attendance abroad. While attending the other school, transcripts must have an average of **80% or above with no failing grades based on the ASF grading system, good recommendation forms and students must have demonstrated appropriate conduct.** These transcripts must be sent to the Admission and Financial Aid Office on a regular basis as they become available to the parent.
 5. **Before the end of March 2020**, send to the Admission and Financial Aid Office:
 - Student's transcript for the first semester
 - Three ASF online recommendation forms
 - All the information can be found in ASF's website:
<https://www.asf.edu.mx/admission-financial-aid/study-abroad>
 - For students returning to 11th or 12th grade enrolled in the Mexican program:
 - Any missing courses will have to be completed.

Note: If the student leaves for more than one year, s/he will have to take and pass the admission exam.

READMISSION CALENDAR DUE DATES 2020 - 2021

PICK UP RECEIPT	PAYMENT DUE	SUBMIT ONLINE APPLICATION FORM	ONLINE RECOMMENDATIONS DUE DATE
JUNE 6-20, 2019	June 20, 2019	AUG. 12, 2019 until JAN. 13, 2020	March 31, 2020

The ASF Admission Committee reserves the right to re-admit your child