

EXTENSION PROGRAM INSTRUCTIONS

The Au Pair Extension Program allows host families and au pairs to extend their match beyond their first year together for an additional 6, 9 or 12 months. Only au pairs and host families in “good standing” are eligible and InterExchange reserves the right to reject Extension Applications.

APPLICATION PROCESS

- Step 1** Complete the enclosed Au Pair and Host Family Extension Agreement forms, and the Payment Information sheet.
- Step 2** Au Pairs must include proof that they have completed their required education component before submitting the Extension Application. According to State Department regulations, the Education Component must be completed before the end of the au pair’s 11th program month. Proof can be official documentation such as a transcript or a letter from the school’s registrar on official letterhead showing completion of the required 6 credits in credit earning courses or 60 hours of instruction in non-credit courses. All courses must be taken at an accredited post-secondary academic institution.
- Step 3** Send all documents and payment information to InterExchange.
- Step 4** InterExchange will process the paperwork and forward it, along with a \$233 payment (this amount will be added to the host family invoice) to the US Department of State. All paperwork must be received before deadline on the enclosed calendar.
- Step 5** If the Extension Application is approved, InterExchange will send written confirmation via e-mail and will issue a new DS-2019 form for the au pair. Please keep the original DS-2019 form together with the new form.

** Returned checks will incur a \$25 bank charge for which the payer is responsible*

Important Information For Au Pairs and Host Families

- ▶ The US Department of State charges a \$233 fee for the processing of each extension application. InterExchange will pay this fee directly to the US Department of State and then invoice this amount to the host family. If an au pair wishes to change host families for the extension period and fails to match, it is the responsibility of the au pair to reimburse InterExchange this fee.
- ▶ If all of the paperwork required for an extension is not received by InterExchange before the deadline, an extension will not be possible. The US Department of State is very clear and firm about the deadline. No exceptions will be made and InterExchange cannot petition the Department of State on your behalf.
- ▶ An au pair may be granted a one-time extension for a six (6), nine (9), or twelve (12) month period. An extension request can only be made once, and the au pair should therefore think carefully about how long he/she would like to stay. For example, a six month extension cannot be extended for an additional six months.
- ▶ Au pairs are required to repeat the educational component during their extension period. For a six (6) month extension the education requirement is not less than three (3) semester hours of academic credit or its equivalent. The host family contributes up to \$250 toward the educational component. For nine (9) and twelve (12) month extensions, the educational requirement is not less than six (6) semester hours of academic credit or its equivalent. The host family contributes up to \$500 toward the educational component.
- ▶ An au pair who has extended for six (6) months will earn one week of paid vacation, an au pair who has extended for nine (9) months will earn one and a half weeks of paid vacation and an au pair who has extended for twelve (12) months will earn 2 weeks of paid vacation.
- ▶ The au pair will receive their 30 day travel period at the end of the extension period, not at the end of the original program year.
- ▶ The host family must inform InterExchange, Inc. in writing if there are any significant changes in the household, i.e. a new child, a change in marital status, or a move that occur during the extension period.

EXTENSION APPLICATION CHECKLIST

- Signed Au Pair Extension Agreement
- Signed Host Family Extension Agreement
- Completed Payment Authorization Form
- Proof of completion in the form of an official transcript or a letter from the schools on school letterhead, which verifies the au pair has taken the required 6 credits or 60 hours at a post-secondary, accredited institution by the 11th month.
- Completed Au Pair Activity Form

Extension Application Deadline Calendar 2012

Arrival Date in NYC	Program End Date	Extension Application Deadline
January 10, 2011	January 10, 2012	November 26, 2011
January 24, 2011	January 24, 2012	December 10, 2011
February 7, 2011	February 7, 2012	December 24, 2011
February 21, 2011	February 21, 2012	January 7, 2012
March 7, 2011	March 6, 2012	January 21, 2012
March 21, 2011	March 20, 2012	February 4, 2012
April 11, 2011	April 10, 2012	February 25, 2012
April 25, 2011	April 24, 2012	March 10, 2012
May 16, 2011	May 15, 2012	March 31, 2012
June 6, 2011	June 5, 2012	April 21, 2012
June 20, 2011	June 19, 2012	May 5, 2012
June 27, 2011	June 26, 2012	May 12, 2012
July 11, 2011	July 10, 2012	May 26, 2012
July 25, 2011	July 24, 2012	June 9, 2012
August 8, 2011	August 7, 2012	June 23, 2012
August 15, 2011	August 14, 2012	June 30, 2012
August 29, 2011	August 28, 2012	July 14, 2012
September 12, 2011	September 11, 2012	July 28, 2012
September 26, 2011	September 25, 2012	August 11, 2012
October 10, 2011	October 9, 2012	August 25, 2012
October 24, 2011	October 23, 2012	September 8, 2012
November 14, 2011	November 13, 2012	September 29, 2012
December 5, 2011	December 4, 2012	October 20, 2012
January 9, 2012	January 8, 2013	November 24, 2012
January 23, 2012	January 22, 2013	December 8, 2012



AU PAIR USA

161 Sixth Avenue, New York, NY 10013 | TEL 212.924.0446 FAX 212.924.0575 | www.InterExchange.org/au-pair-usa



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Host Family Name:

Au Pair Name:

Expiration Date of DS-2019 Form:

Local Coordinator Name:

Requested Length of Extension: (Please check one) 6 Months 9 Months 12 Months

This agreement is only applicable for current Au Pair USA host families who wish to extend with their current au pair. Host families who do not fit this description should complete the standard Host Family Agreement

- 1. I/We, the undersigned, apply to become an extension host family in the Au Pair USA program sponsored by InterExchange, Inc. I/We agree that the terms and conditions set forth herein and in the InterExchange, Inc. Au Pair USA brochure and handbook shall constitute part of this agreement with InterExchange, Inc.
2. I/We understand and agree that in accordance with the terms described in the program brochure it is my/our obligation as a host family to provide and ensure that the au pair in my/our home will:
- Receive from me/us board and lodging, and shall occupy a separate room; the lodging arrangements must be approved by the local coordinator;
- Be reasonably able to assist my/our family with day-to-day family duties of child care and light housekeeping for up to 45 hours per week (not more than 10 hours per day) spread over five and one half days and receive a written schedule one week in advance;
- Receive from me/us \$195.75 per week pocket money;
- Be given at least one and a half days off every week, plus one free weekend (Friday early evening to Monday morning) each month;
- Be given one week off for 6 month extensions, one and a half weeks for 9 month extensions, and two weeks off for 12 month extensions to be taken at a mutually agreed upon time during the exchange, with pocket money at the rate of \$195.75 per week; and be given adequate time to attend courses at an accredited post-secondary institution for not less than 3 semester hours for 6 month extensions, and not less than 6 semester hours for 9 and 12 month extensions. If applicable, transportation to and from the place of instruction, plus tuition (to a maximum of \$250 for 6 month extensions and to a maximum of \$500 for 9 and 12 month extensions) will be provided by me/us.
3. I/We recognize that the goal of the InterExchange, Inc. program is for the young international au pair to experience America and American culture through active participation in family and community life. Therefore I/we agree that the au pair will be given ample opportunity and encouragement to take advantage of the educational and cultural benefits of the region.
4. I/We agree that the au pair's duties are not to include heavy chores, such as yard work, window washing or scrubbing floors. The au pair's duties will be restricted to childcare and responsibilities related to care of the children, including such light housekeeping. This may include active duties, such as (without limitation) related and limited general supervision of play, preparing children's meals, straightening their rooms, and doing the children's laundry; and passive duties, such as being present when the children are sleeping.
5. I/We understand that InterExchange, Inc. cannot place an au pair in a family with a child under the age of two unless the au pair has 200 hours of previous experience caring for children under the age of two. If a family has a child under three months old, there must be a responsible adult in the home and the au pair cannot be left as the sole child care provider even for a limited amount of time (including sleeping hours).
6. I/We understand that the au pair shall not be responsible for the administration of any medicine, medical or therapeutic treatment to the host family's children.
7. I/We will facilitate attendance and provide time off and transportation for the au pair's monthly meetings with InterExchange, Inc.'s local coordinator.
8. I/We agree to respond to the inquiries of the local coordinator and other InterExchange, Inc. agents and employees;
9. I/We also agree to attend at least one of two family day conferences sponsored by InterExchange, Inc. during the program year and understand that failing to do so is grounds for possible termination of continued or future participation in the program.
10. If necessary, I/we shall provide the au pair at our expense with a one-way ticket or other transportation arrangements for the au pair to travel to my/our community.
11. I/We understand and agree that InterExchange, Inc. as the sponsoring organization must monitor and oversee the selection and placement of an au pair with my/our family. I/We agree that InterExchange, Inc. may make reasonable inquiries to any third person or governmental agency about me/us and members of my/our family. In addition, InterExchange, Inc. shall have regular contact with the au pair and me/us to ensure the suitability of the au pair, the suitability of my/our family for such a program, and the success of the exchange, and to provide orientation, assistance, and counsel. I/We agree to cooperate fully with InterExchange, Inc. and its representatives in their role of supervising and implementing the au pair program.
12. I/We agree that InterExchange, Inc. may reasonably attempt to mediate in the case of misunderstandings or serious problems for the au pair and/or my/our family, and shall assist my/our family and the au pair if for any reason the placement cannot be continued. Such assistance may include placement of the au pair with another host family or repatriation, and/or placement of another au pair with my/our family. If after the initial adjustment time of one month following arrival there is a serious incompatibility problem that requires alternate placement, InterExchange Inc. will make reasonable attempts to locate another au pair for me/us. In this case the au pair remains in residence with me/us, continues to fulfill her/his child care responsibilities and receives the \$195.75 per week pocket money until a new host family is arranged for her/him.
13. I/We understand and agree that if InterExchange, Inc. finds that the au pair is subject to exploitative or other unreasonable circumstances or conditions in my/our household (including for example, failure to pay the \$195.75 weekly pocket money or to provide the agreed upon free time or educational benefits), it may in its sole judgment withdraw the au pair from my/our household, and I/we shall not be entitled to a replacement au pair or any refund.
14. I/We agree that during the first three (3) days of an au pair's stay in the home, a parent or another responsible adult shall remain in the home to facilitate the adjustment of the au pair into the family, household and community. I/We understand that InterExchange, Inc.'s local coordinator will contact me/us and my/our au pair within 48 hours of the au pair's arrival into my/our home.

15. Should the au pair that my/our family has chosen withdraw from the program before arrival, I/we understand that InterExchange, Inc. will assist me/us with the choice of an alternative au pair.
16. I/We understand and agree that InterExchange, Inc. shall not be liable for any personal bills incurred by the au pair while residing with my/our family. I/we understand that the au pair will be responsible directly to the family for all personal debts, including but not limited to phone calls, use of the host family car, gym memberships, etc., and in case of damage to the car during non working hours, the au pair will be liable for one half the damages up to \$500.00 per accident.
17. I/We understand that it is my/our responsibility to provide automobile insurance for the au pair at my/our sole cost if the au pair uses any of my/our vehicles. The insurance coverage shall not be less than the minimum mandatory insurance coverage required by law in the state in which I/we reside. I/We agree not to hold InterExchange, Inc. liable for any damage or loss resulting from the au pair's use of the vehicle. I/We agree to pay for gas, and for the entire deductible resulting from any loss, for the vehicle(s) used by the au pair when performing her/his duties or when driving to/from meetings and/or classes which are requirements of the program. I/We acknowledge that it is my/our responsibility to conform with any and all state or local laws regarding the au pair's use of my/our automobile, including obtaining a local driver's license, if required.
18. I/We further understand and agree that the au pair is an employee of the host family as defined and is neither an employee nor an agent of InterExchange, Inc. or the local coordinator and is without authority to alter my/our agreement with or in any manner bind InterExchange, Inc., and that the services of InterExchange, Inc. consist only of screening, selecting and matching the au pair with my/our family, and thereafter to oversee and provide support to both during the exchange.
19. I/We understand that it is my/our sole responsibility to carefully choose an au pair from the candidate(s) presented, and that there is no warranty as to my/our satisfaction or to the compatibility of any particular candidate as an au pair in my/our family.
20. I/We agree that I/we may undertake reasonable direct contact with any au pair candidate and I/we must, at least, contact a potential au pair a minimum of two times by telephone prior to an agreement to match.
21. If a serious problem develops between me/us and the au pair, I/we will notify InterExchange, Inc. both by telephone and in writing.
22. I/We acknowledge that InterExchange, Inc. is primarily a cultural placement/exchange organization rather than a domestic services business; and I/we waive and release InterExchange, Inc. from any and all claims for contract damages such as, for example, cost of providing alternate child care arrangements, if InterExchange, Inc. is unable, for any reason, after reasonable efforts, to place an au pair with my/our family or to obtain a replacement au pair if one should be needed.
23. I/We understand that InterExchange, Inc. does not guarantee continuous childcare coverage in any circumstances, including but not limited to circumstances in which the au pair becomes ill or disabled by any circumstance or otherwise unable or unwilling to fulfill their duties hereunder; and that InterExchange, Inc. is not responsible for the costs of supplemental, replacement, or interim childcare. In addition, InterExchange, Inc. is not responsible for delays in the au pair's arrival beyond the direct control of InterExchange, Inc.
24. I/We understand that in the event of an accident or serious illness which, in the judgment of InterExchange, Inc., and with the advice of a physician, prevents the au pair from continuing her/his duties, she or he may end the exchange early and return home. In such a circumstance InterExchange, Inc. will use reasonable efforts to find a replacement au pair for me/us.
25. I/We agree that InterExchange, Inc. shall not be liable for and does not guarantee acceptable performance by the au pair. I/We agree that the au pair is not an employee, servant or agent of InterExchange, Inc. or any local coordinator, and that InterExchange, Inc. and/or any local coordinator do not exercise dominion and control over the actions of the au pair. InterExchange, Inc. and any local coordinator are not responsible for any act or omission on the part of the au pair.
26. I/We understand and agree that InterExchange, Inc. and/or its officers, employees and agents are neither responsible nor liable for any events beyond their control, including without limitation Acts of God or Government restrictions that may interfere with or preclude operation of the Au Pair USA program; nor, in the absence of their own gross or willful negligence are InterExchange, Inc., its officers, employees, agents and/or any local coordinator liable for any events directly or indirectly caused by any intentional or negligent acts or omissions by an au pair placed in my/our household.
27. I/We further agree to indemnify and hold harmless InterExchange, Inc., its officers, employees, agents and/or any local coordinator for any liability or expense, including court costs and legal fees, incurred by them resulting from any personal or property damage, injury, loss or expense, incurred as the result of any cause that I/we or any beneficiary of this agreement cause or contribute to in any way or result from my/our or any such beneficiary violating this agreement with InterExchange, Inc.
28. I/We understand and agree to the terms of payment to InterExchange, Inc. and to the au pair set forth in the Au Pair USA brochure and/or this supplement. I/We further understand and agree to the terms of the refund policy of InterExchange, Inc. as stated in the Au Pair USA brochure and/or this supplement should my/our family withdraw from the program for any reason.
29. I/We understand that in order to request a refund, I/we must do so in writing. A refund, if owed, will be processed thirty (30) days after this request has been received by InterExchange, Inc. I/We have read and agree to the following refund policy: a) Application fee: the \$350 application fee is non refundable. b) Refund after the au pair's extension has begun: \$61/week for each of the unused weeks remaining on my/our extension contract. If, in the final week of placement, the au pair was in my/our home for 3 days or less, the number of weeks used will be rounded down to the nearest whole week; if the au pair was in my/our home for 4 days or more, the number of weeks used will be rounded up to the nearest whole week. After 26 weeks/6 months no refunds will be given.
30. In the event of au pair replacement, I/we agree: a) My/Our program term shall be adjusted to include the remainder of the replacement au pair's full program. I/We shall be responsible for paying InterExchange Inc. \$135 for each additional week of au pair service beyond my/our original extension contract. InterExchange, Inc. agrees to contribute up to \$300 toward our cost of the replacement au pair's transportation to my/our home. I/we may be responsible for additional tuition costs for the replacement au pair(s) if the au pair has not completed the educational component with a previous host family (up to a maximum of \$500).
31. I/We understand and agree that failure to pay InterExchange, Inc. and/or otherwise meet my/our obligations according to the terms stated in this application and supporting packet will result in the removal of the au pair from our/my home.
32. I/We understand and agree to adhere fully to the rules, as set forth by the Department of State and by InterExchange, Inc., for host families in the Au Pair USA program and to endeavor to the best of my/our ability to ensure a successful stay for the au pair placed in my/our home.

- 33. I/We will accept an au pair and any cultural differences in the spirit of international exchange. I/We agree to comply with all of the regulations published by the US Department of State in 22 CFR Part 514, as the same may be amended from time to time in the future. I/We acknowledge receipt of a copy of the US Department of State publication "The Au Pair Exchange Program." I/We affirm that I/we are US citizens or legal permanent residents.
- 34. I/We agree to assist InterExchange, Inc. in ensuring that the au pair leaves the United States at the conclusion of the program year. I/We understand that involvement in any stay by the au pair beyond the program dates specified may be a visa/program violation and is not in compliance with the Regulations and may subject me/us to liability to third parties, and may be referred to the US Department of State and/or Department of Homeland Security.
- 35. I/We understand and agree that any controversy, dispute or claim arising between me/us and/or any beneficiary of this agreement out of or in connection with this agreement, the relationship of the parties or its interpretation, performance or nonperformance, or any breach thereof shall be determined solely in arbitration conducted in New York City in accordance with the then existing rules of the American Arbitration Association.
- 36. I/We certify that the information provided in this application is true and complete.
- 37. I/We, the undersigned, apply to host the above named Au Pair for the above noted length of extension and agree to all terms and conditions of the InterExchange Au Pair USA Extension Program as mandated by the United States Department of State, other US regulatory agencies, and InterExchange, Inc.
- 38. I/We understand that all terms and conditions from our original contractual agreement with InterExchange, Inc. apply for the duration of the extension. Education stipend and vacation time to be prorated as follows:
 - **6 Month Extension**
Education Stipend up to \$250.00 / Paid Vacation 1 week
 - **9 Month Extension**
Education Stipend up to \$500.00 / Paid Vacation 1.5 weeks
 - **12 Month Extension**
Education Stipend up to \$500.00 / Paid Vacation 2 weeks
- 39. I/We understand that extension requests are final and cannot be changed once submitted to the United States Department of State. I/We understand that the extension is at the sole discretion of the United States Department of State. I/We understand that InterExchange, Inc. cannot be held accountable for any delay or denial of the extension by the United States Department of State.

- 40. I/We agree to the following extension fees to be paid in full 30 days before the beginning of our extension:
 - **6 Month Extension** – \$2,990.00
 - **9 Month Extension** – \$4,250.00
 - **12 Month Extension** – \$5,190.00

A \$233 SEVIS fee will be added to all extension contracts.

- 41. I/We understand that in the event that my/our relationship with our Extension Au Pair should end early for any reason, InterExchange will seek to provide an "in-country" replacement and will continue to honor the Extension Contract.
- 42. In the event that no "in-country" au pair is available, or I/we prefer to seek an "out of country" replacement InterExchange will credit my account \$61 for each unused week of service.
- 43. I/We certify that the information provided in this application is true and complete and understand that this is an addendum to my/our original Host Family Agreement which is binding for the length of the extension.

****YOU MUST READ AND INITIAL BOX BELOW****

45-Hour Agreement – The Au Pair Program regulations, issued by the United States Department of State, require that a written agreement between the au pair and the host family outlining that the au pair is not to provide more than 10 hours of child care on any given day, nor more than 45 hours of child care in any one week has been signed by both. The au pair and host family hereby agree to limit the number of hours the au pair is obligated to provide child care services to not more than 45 hours per week and to limit the number of hours the au pair may provide child care on any given day to no more than 10 hours.

Host Family Initials _____

Host Family Parent 1 Signature:

Print Name:

Date:

Host Family Parent 2 Signature:

Print Name:

Date:

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Au Pair Name:

Host Family for Extension Period:

I do not yet have a family for my extension period.

Expiration Date of DS-2019 Form:

Local Coordinator Name:

Requested Length of Extension: 6 Months 9 Months 12 Months
(Please check one)

1. I, an au pair in the program sponsored by InterExchange, Inc. Au Pair USA, agree that the terms and conditions set forth in the brochure, of which I have received a copy, this agreement and any published changes, shall constitute part of my agreement with InterExchange, Inc.
 - provided or arranged by InterExchange, Inc. InterExchange, Inc. will not provide or be responsible for alternative transportation.
 - Obey all US federal, state and local laws including the United States Department of State regulations set forth for all host families and au pairs.
 - Be responsible for all my personal debts, including but not limited to phone calls, use of the host family car, gym memberships, medical insurance co-pays, etc., and in case of damage to the car during non working hours, will be liable for one half the damage up to \$500.00 per accident.
2. I confirm that I have investigated the duties and functions of an au pair and I am willing and able to function as an au pair in every way including physical and mental stamina, and have the ability to communicate in English with the family and any emergency services.
3. I will carry out my au pair and childcare duties and other responsibilities to InterExchange, Inc., and the host family to the highest standards and with due respect, and will take full advantage of the required educational and cultural opportunities in my community, as set out in the accompanying brochure.
4. I will return to my home country at the end of my stay, which is the termination date of my extended DS-2019 form + 30 days.
5. I understand that if I leave the program before my Extension period is finished or over-stay my visa, I forfeit my return flight, any bonuses, and vacation time or stipend owed, and my insurance will be cancelled. Notification of such circumstance will be reported to the US Department of State and/or the Department of Homeland Security.
6. I will not accept any form of paid employment in the USA during my stay other than as an au pair with my host family.
7. I understand that I am responsible for any flight or other transportation supplements. I must also pay my own way back to New York, Boston, Philadelphia or Washington D.C. at the end of the program in time for my return flight or I may chose to pay the appropriate flight supplement to fly home from a location other than those listed above.
8. I will cooperate fully with those supervising the program on behalf of and in cooperation with InterExchange, Inc. and I agree to abide by any reasonable instructions they may give me.
9. I agree to:
 - Be responsible for maintaining a valid passport and complying with all vaccination and immunization requirements.
 - Complete all visa requirements in accordance with the instructions.
 - Be present in good time for all flights or other transportation
10. I hereby warrant that the information I have given in the application form and at the interview is true and complete. Further, I agree that I will perform my duties as an au pair to the highest standards and indemnify, without limitation, InterExchange, Inc., its officers, employees, Agents, and organizations affiliated with it, against any loss or damage suffered by any of them, or any claims made against any of them as a result of any breach, act of omission or negligence by me during my participation in the program.
11. I understand that during the first three (3) days of my stay with a new host family, a parent or another responsible adult shall remain in the home to facilitate my adjustment into the family, household and community. Failure of this condition by the host family will be immediately reported to InterExchange, Inc. and the local coordinator.
12. I understand that InterExchange, Inc.'s local coordinator will contact me and my host family within 48 hours of my arrival to a new host family.
13. I agree that I must be contacted by a potential host family a minimum of two times by telephone prior to an agreement to match.
14. I understand that if a family has a child under three months old, there must be a responsible adult in the home and I cannot be left as the sole childcare provider even for a limited amount of time (including sleeping hours.) Failure of this condition by the host family will be immediately reported to InterExchange, Inc. and the local coordinator.
15. I understand that I am to receive board and lodging from the host family, and shall occupy a separate room; and that the lodging arrangements must be approved by the local coordinator.

- 16. I understand that InterExchange has provided Medical Sickness Insurance that meets or exceeds the requirements set forth by the US Department of State. I agree to the conditions set forth in the Insurance pamphlet provided, including all relevant fees.
- 17. I hereby agree that InterExchange, Inc., its officers, employees, affiliates and Agents or any local coordinator may, without liability, or expense to themselves, take whatever action they deem appropriate with regard to my health and safety and may place me in a hospital or health-related facility for medical services and treatment or, if no hospital or health-related facility is readily available, may place me in the hands of a local medical doctor or health provider for treatment or service.
- 18. The applicable regulations require that au pair participants in the extension program enroll in and complete classes or programs offered by an accredited, post-secondary institution for not less than 3 semester hours for a 6 month extension, and not less than 6 semester hours for 9 and 12 month extensions. As a condition of program participation, host families must facilitate the enrollment and attendance of the au pair and pay the cost of such academic course work to a maximum of \$250 for a 6 month extension and to a maximum of \$500 for 9 and 12 month extensions.
- 19. I understand that any dispute or claim arising out of or in connection with this agreement, the relationship of the parties, or with any beneficiary of this agreement; its interpretation, performance or non-performance, or any breach thereof shall be determined solely in arbitration conducted in New York City in accordance with the then existing rules of the American Arbitration Association.
- 20. I, the undersigned, apply to extend my Au Pair Program with the above named Host Family for the above noted length of extension and agree to all terms and conditions of the InterExchange Au Pair USA Extension Program as mandated by the United States Department of State, other US regulatory agencies, and InterExchange, Inc.
- 21. I/understand that all terms and conditions from my original contractual agreement with InterExchange, Inc. apply for the duration of the extension. Education stipend and vacation time to be prorated as follows:

• 6 Month Extension

Education Stipend up to \$250.00 / Paid Vacation 1 week

• 9 Month Extension

Education Stipend up to \$500.00 / Paid Vacation 1.5 weeks

• 12 Month Extension

Education Stipend up to \$500.00 / Paid Vacation 2 weeks

- 22. I understand that extension requests are final and cannot be

changed once submitted to the United States Department of State. I understand that the extension is at the sole discretion of the United States Department of State. I understand that InterExchange, Inc. cannot be held accountable for any delay or denial of the extension by the United States Department of State.

- 23. I understand that my optional 30 days for domestic travel can only be taken at the end of my extension period. I understand I may not leave and re-enter the United States after the expiration date on my J-1 Visa without acquiring a new visa. I understand it is my responsibility to acquire this J-1 visa at an American Embassy or Consulate outside the USA. I understand InterExchange recommends that I only return home or travel abroad during the time of my extension only after contacting the relevant Embassy or Consulate to ensure I am able to acquire a new J-1 Visa for re-entry.
- 24. I certify that the information provided in this application is true and complete and understand that this is an addendum to my original Au Pair Agreement which is binding for the length of the extension.
- 25. I understand that InterExchange Au Pair USA no longer pays an Extension Bonus to au pairs who complete their extension period.

****YOU MUST READ AND INITIAL BOX BELOW****

45-Hour Agreement - The Au Pair Program regulations, issued by the United States Department of State, require that a written agreement between the au pair and the host family outlining that the au pair is not to provide more than 10 hours of child care on any given day, nor more than 45 hours of child care in any one week has been signed by both. The au pair and host family hereby agree to limit the number of hours the au pair is obligated to provide child care services to not more than 45 hours per week and to limit the number of hours the au pair may provide child care on any given day to no more than 10 hours.

Au Pair Initials _____

Au Pair's Signature: _____

Print Name: _____

Date: _____

Au Pair Extension Period Placement Application

(For au pairs who do not have a host family for their Extension Period)

Au Pair Name:

Phone Number:

Email:

Date available:

Do you have any preferences about where you will live for your extension period? Yes No

If yes, where?

▶ Please write a new *Dear Family Letter* that gives a brief description of yourself. This should include information about the work you have done in the USA with your previous host family and why you want to continue on the Au Pair USA program.

▶ Include a new photo of yourself

Frequently Asked Questions

Who has to submit the request for an extension of an au pair's program?

A request for a program extension must be submitted to the US Department of State by InterExchange. Therefore, when InterExchange receives the completed Extension Applications, we then forward the necessary documents and payment of \$233 to the State Department. This amount will then be added to the invoice of the host family.

When must the documents be submitted to InterExchange?

The State Department has set the deadline for accepting extension applications at "no less than thirty (30) days prior to the program end date stated on an au pair's DS-2019 form." To allow for the processing and delivery of these documents, InterExchange must receive these documents at least 14 days in advance of this deadline.

What is the \$233 Extension Application Fee for?

The US Department of State charges this amount to InterExchange for each Extension Application we send to them regardless of whether it is approved or not. They require that payment comes from InterExchange and will no longer accept checks directly from the host families or au pairs.

Is an extension au pair still subject to the same program regulations?

Yes.

Is an au pair who turned 27 years old during the course of the original program year eligible for an extension?

Yes.

Can an extending au pair change family placement?

Yes. Au pairs can opt to extend with a different family. The au pair should speak to his/her Local Coordinator about this possibility. Families who match with an extension au pair will be subject to standard pricing.

Does an extension au pair have to acquire a new visa?

Au pairs who extend their program do not need to apply for a new visa unless they plan on traveling outside the USA during the extension period. To apply for a new visa, the au pair must travel to his/her home country or another foreign country and interview at the American Embassy or Consulate. There is no possibility of obtaining a new visa while in the USA. Furthermore, we cannot guarantee that the application for a new visa will be approved. If it is not approved, the au pair will not be able to return to the USA to finish his/her extension.

Can an extension au pair travel abroad and return to the United States?

While it is possible, it requires that the au pair obtain a new J-1 visa while they are abroad. For this reason, travel to the au pair's home country provides the least chance of visa problems. Au pairs should schedule an appointment with the American Embassy before traveling to ensure there will be enough time to complete the procedure and deal with any unforeseen problems that may arise. Traveling to third countries (not the USA nor the au pair's home country) presents a greater chance for problems. While an appointment for a visa renewal can be made in a third country, there is always a risk of denial. Please note that when seeking a visa renewal, the au pair must have an original SEVIS issued DS-2019 form signed in blue ink, which indicates an extension of his/her program.

Can a first time host family match with an extension au pair?

Yes. Host families who have not had an au pair arrive from out of country can match with an extension au pair and pay the discounted rates. Like all host families, they will have to pay the \$350 Application Fee (non-refundable) as well as the standard Program Fees.

What if my extension au pair goes home early?

Should an extension au pair leave the host family before completing the full extension program, InterExchange will honor the Extension Contract with an "in-country" replacement (either a Transition Au Pair or an Extension Au Pair). If there is no available "in-country" au pair, the host family will be required to begin a new contract and search for an "out of country" au pair. A credit for each unfulfilled week will be applied to the host family's new contract.

Payment is accepted by:

- ▶ **Check or Money Order** drawn on a U.S. bank account in U.S. dollars.
- ▶ **Credit Card** (Visa, Mastercard or American Express)
- ▶ **Online:** Payment can be made online at www.interexchange.org/payonline
- ▶ **By fax/mail:** Fill in the sheet below including your signature.

Please return this form to InterExchange Au Pair USA via fax or mail.

FAX: (212) 924-0575 Attn: Finance Department

Mail: InterExchange, Inc. / Au Pair USA
161 Sixth Avenue, 10th Floor
New York, NY 10013

Extension Program Fee Payments

- I/we specifically authorize InterExchange, Inc. to charge the amount of \$
- I/we specifically authorize InterExchange, Inc. to charge the amounts below totaling the full Program Fees less any discounts and/or promotions according to the Fee Schedule below and detailed in the Host Family Agreement.
 - ▶ \$350 Application Fee due with application (Applicable for first time host families only)
 - ▶ \$233 SEVIS Extension Fee
 - ▶ Program Fee Balance: 6 month program \$2,990; 9 month program \$4,250; or 12 month program \$5,190
- Yes, rather than pay the full Program Fee now, I/we elect to enroll in the Easy Payment Plan.
 - 6 month program:**
I/We specifically authorize InterExchange, Inc, to charge three (3) payments of \$1030 to the credit card below.
 - 9 month program:**
I/We specifically authorize InterExchange, Inc, to charge six (6) payments of \$740 to the credit card below.
 - 12 month program:**
I/We specifically authorize InterExchange, Inc, to charge six (6) payments of \$896 to the credit card below.

First payment will be charged on the first day of the month following our au pair’s arrival and in the same manner for the following months until payment is complete. I/we understand that by electing this payment method, I/we incur a surcharge, which is included in the installments.

Card Number: Exp. Date

Name as it appears on the card: _____

Billing Address: _____

Street Address

City

State

ZIP Code

Required Signature(s): _____

Date

InterExchange /Au Pair USA Au Pair Activity Form

Au Pair Name _____

Arrival Date _____

Host Family Name _____

Local Coordinator _____

International Agency Applied Through _____

In order for you to obtain your Certification of Completion you must:

- Complete the entire 12-month program successfully.
- Return to your home country when your program has ended.
- Send to InterExchange the boarding pass from your return flight home.
- Have participated in the mandatory cluster meetings and missed no more than 3 in a year.
- Have completed your required educational component and provided proof of attendance. (Please attach transcripts from institution(s) attended.)

Instructions: Please fill out this form over the course of your year. You are responsible for providing accurate information and documentation to prove you have completed the educational component and have attended the required monthly cluster meetings. This form must be completed in order for you to receive the Au Pair USA Certificate of Completion.

Educational Component

The Educational Requirement states that all au pairs are required to enroll in and complete six (6) semester hours (or their equivalent) of academic credit in formal educational settings at an accredited U.S. post-secondary institution during the initial twelve (12) months of their program year. For further information on the educational component, please refer to the Handbook for Host Families and Au Pairs. Please provide and include transcripts with this form to prove course work and hours taken.

Course Title and Number _____

School _____

Course Start Date _____

Course End Date _____

Number of Credits Received or Number of Hours of Instruction per week _____

Instructor's Name _____

Instructor's Signature _____

Course Title and Number _____

School _____

Course Start Date _____

Course End Date _____

Number of Credits Received or Number of Hours of Instruction per week _____

Instructor's Name _____

Instructor's Signature _____

Course Title and Number _____

School _____

Course Start Date _____

Course End Date _____

Number of Credits Received or Number of Hours of Instruction per week _____

Instructor's Name _____

Instructor's Signature _____

Cluster Meetings

The state department requires all au pairs to attend requisite monthly meetings with their local coordinator. Au pairs must attend all 12 meetings, if an au pair has to miss a meeting s/he must get it excused by their local coordinator. Excused absences are: illness, in school, vacation, traveling with the family etc., and the au pair must contact their coordinator ahead of time.

I attended meetings in:

- YES NO January
- YES NO February
- YES NO March
- YES NO April
- YES NO May
- YES NO June

- YES NO July
- YES NO August
- YES NO September
- YES NO October
- YES NO November
- YES NO December

I hereby state that the information regarding cluster meetings above is true and accurate.

Au Pair Signature _____ Date _____

Local Coordinator Signature _____ Date _____