

HIGH SCHOOL IN GERMANY – AGENT MANUAL

1. General information

Dear Agent, thank you very much for your interest in the GLS High School program. We would be very happy to welcome your clients to our program. Following we will provide you with all relevant information concerning the High School program.

GLS organizes High School stays for young adults between the ages 14 and 18 in different destinations in Germany, e.g. Berlin, Bremen, Bayreuth etc.. During the High School Program the participants will be accommodated with a host family. As part of the GLS service we will check the application documents of the participants, place them in a GLS host family and at a public school.

In February and August/September GLS organizes a “Starter Weekend” for all new arriving participants in order to prepare them for their High School experience in Germany. During the whole program all participants will be supervised and counseled by GLS and their local tutors.

2. Requirements

- Minimum age 14, maximum age 18
- German level of at least A2
- Minimum duration 2 months
- Complete application form
- Down payment of 500 €

3. Contact

Mrs Doreen Tharann	Campus Address: GLS German Language School Kastanienallee 82 10435 Berlin Phone: + 49 780089 -	Ext. - 21	doreen.tharann@gls-berlin.de
Mrs Denise Schäfer		Ext - 83	denise.schaefer@gls-berlin.de
Mrs Yoko Iwen		Ext - 723	yoko.iwen@gls-berlin.de
Mrs Christina Schwarz		Ext - 749	christina.schwarz@gls-berlin.de
Mrs Lea Bruckhoff		Ext - 472	lea.bruckhoff@gls-berlin.de

4. Duration and Costs

Duration	Start	Application deadline	Fee	
			Classic no choice of city or region, we place students according to availability	Select students can select a city
2 months	anytime	3 months before arrival	3.590 €	4.150 €
3 months	anytime	3 months before arrival	4.590 €	5.400 €
4 months	anytime	3 months before arrival	5.290 €	6.400 €
5 months	FEB or AUG/SEPT	Preceding DEC or MAY	5.980 €	7.400 €
11 months	FEB or AUG/SEPT	Preceding DEC or MAY	10.980 €	12.980 €

Program extensions:

* Please note that for a 5 - months extension the classic price will be charged and a discount of 300 Euros will be given. The agent commission for a 5 months extension is 500 Euros.

5. Destinations

City	Federal State	Local GLS Coordinator
Berlin + surroundings	Berlin/Brandenburg	Mrs Denise Schäfer, Mrs Doreen Tharann, Mrs Lea Bruckhoff, Mrs Christina Schwarz, Mrs Yoko Iwen
Bayreuth	Bavaria	Mr Willy Queißner
Bremen	Bremen	Mrs Izabel Ponce
Dresden	Sachsen	Mrs Kerstin Kraye
Hamburg	Hamburg	Mr Regine Kretschmar
Koblenz	Rhineland-Palatinate	Mr Marcel Janßen
Lübeck	Schleswig-Holstein	Mrs Ute Haverkamp
Minden	North Rhine-Westphalia	Mrs Jessica Gottschalk
Nürnberg	Bavaria	Mrs Corina Bruns
Saarlouis	Saarland	Mrs Simone Marquardt

Please note, that a lot of our destinations have a wide spread city belt. In cities like Berlin (which is 10 times bigger than Manhattan, NYC) people have an average journey of 45-60 minutes to get to work, even when they are living in the inner city belt. We always try to ensure a commuting distance between host family and school of about 30-45 minutes, but GLS will not guarantee certain neighborhoods within a city.

6. GLS High School Program

Included:	Not included:
<ul style="list-style-type: none"> • Starter Weekend in Berlin for all participants starting in FEB or AUG/SEPT • placement at a German High School • accommodation with a host family, single room, full board (at home) • supervision and support by a member of GLS staff or a local tutor • certificate of attendance, issued by the German High School • GLS certificate of participation • 2 GLS reports per year, 1 per semester • transfer on official arrival/departure date from/to the nearest airport or train station to/from the accommodation • letter of invitation for the visa application • assistance in applying for a residence permit after entering Germany 	<ul style="list-style-type: none"> • pocket money (150 € - 200 € per month) • books and course material • costs for public transport • obligatory insurance (liability, medical, accident, personal items, cancellation): 10 EUR/week • Preparatory German language course (necessary if the student's German level is below A2) • fee for residence permit • costs for restaurants/activities/trips made with the host family • transfer/accommodation for students arriving/leaving outside the fixed program dates will not be organized, payed or supervised by GLS

Additional services for high school participants in Berlin:

- Free German course at GLS (3 lessons per week in the afternoon)
- 2 free weekend excursions per year to a city near Berlin (e.g. Dresden, Hamburg)
- Free Christmas dinner at the GLS campus
- Free BBQ in summer at the GLS campus
- Several activities like movie nights, karaoke etc. at the GLS campus

7. Preparation Course

If applicants don't have the required German level, they can do a preparation course at GLS in order to qualify for the High School program. Our preparatory courses are taught in 4-week-units including 20 lessons per week in a class of maximum 6 other High School students. The duration of the course depends on the current German level of the student. The cost of the preparatory course is 1.740 € per month and includes accommodation in a single room with a host family with full board.

8. Private and Public Schools

8.1 BRANDENBURG, private schools:

Stift Neuzelle	Villa Elisabeth	Gymnasium Panketal
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay 1 semester • Minimum German level B1 Boarding	Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay 1 semester • Minimum German level B1 Boarding	Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay 1 semester • Minimum German level B1 Accommodation with host family
Abitur is possible if students attend at least grades 10 to 12	Abitur is possible if students attend at least grades 10 to 12	Abitur is possible if students attend grades at least 10 to 12
Price: 28.150 € per year	Price: 24.450 € per year	Price: 15.400 € per year

8.2 BAVARIA, private schools:

Landheim Schondorf
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B2 Boarding
Abitur is possible if students attend at least grades 10 to 12
Price: 41.260 € per year

8.3 BERLIN, public boarding school:

Insel Scharfenberg
Requirements: <ul style="list-style-type: none"> • Minimum age 16 • Minimum stay one year • Minimum German level B2 Boarding
Abitur is possible if students attend at least grades 10 to 12
Price: 13.500 € per year

9. High School Program – step by step

Step 1: The first step is to hand in the application form in combination with the school certificates of the last three years. Before handing in the application, please check carefully if the documents are complete. If the application is accepted, we will send you the invoice, letter of acceptance and booking confirmation.

Step 2: Two weeks after you and your client have received the invoice, a down payment of 500 € is due. With this payment the client confirms his definite participation in the High School program. Afterwards GLS will organize a host family and school for the client. Ten weeks prior to the client's arrival the rest of the amount is due.

Step 3: After we receive the full payment, we will send you the school confirmation and the host details for your client as soon as possible. We recommend that the client contacts the future host family via e-mail or Skype in order to get to know them.

Step 4: Please prepare your client for arrival. If he/she needs to apply for a visa, please take into account the waiting period for a visa application. From our experience it can take up to 6-8 weeks until a long term visa is issued. In case of cancellation the general GLS terms & conditions apply. In case of visa rejection the full amount is refunded except a cancellation fee of 500 €.

Step 5: When your client plans his/her arrival here in Germany, please inform to book your flight on time. In case the client will arrive later than the program start date, we can not offer a transfer/accommodation/insurance. Furthermore we can not guarantee special classes in school and the host family might not be available if it's during the week, but more important the student might miss a lot of new friends, that he/she would meet during our starter weekend.

So we advise to try to book the flight on time, so your client can enjoy our whole offer.

10. Travel and family visits during the program

Please note that we do not recommend that parents visit their children during the program, since it does not help the progress of binding with the new environment and even pushes the homesickness. In special circumstances (e.g. illness) exceptions can be made upon request. Visits of their relatives hinders the students from integrating and adapting to their new environment in Germany.

If students plan to travel, a written permission (travel request) is required. This needs to be given to GLS staff at least 2 weeks prior the intended trip. Students under 18 years may travel only accompanied by an adult (at least 21 years old). Minors are not allowed to stay overnight in a hotel or hostel without the supervision of an adult. Under no circumstances regular school attendance or plans of the host family should be disturbed or impeded by the student's travel plans.

To route forward

Advises for parents

Our high school program might not only be a challenge for your child, but also for yourself. It's about letting go, giving your child the space to develop independence. And it's not always easy, trusting a foreign family to take care of your child.

Please be aware, that most of us at GLS have been in the same situation, spending a long time abroad, making the same experiences, so we can relate to the situations and feelings.

Life in hostfamilies

Each host family applied to be part of the program and was visited by GLS. Please be open to all kinds of families, e.g. single mums, multiple kids, no kids, elderly couples. They even might have different migration backgrounds, but every family speaks german. Our families live wide across the country, most of them not even in the city centre. Many families prefer a house outside of the city with garden and a quiet and safe neighborhood. That is why kids might travel to school longer that they are used at home. Especially in cities like Berlin this might take up to 45 minutes. It will also become very common for them to use the public transportation.

Youngsters are treated in Germany as little adults, meaning that the family trusts them a lot and they have many liberties (during the week they can go out until 8 or 9 am, at the weekend until 10-12 am) – this is related to the relative high security in Germany.

The whole family helps out in the household, so the children and the exchange student (the exchange students will be treated as his host sister or brother – with the same rules and rights).

School

In Germany school attendance is compulsory, it is important to visit school regularly, to be on time and to do the home works every day. In general students spend much time together with their class mates after school.

Welcome Classes: Germany is a multicultural country with citizens from all over the world and many international influences (international gastronomy/cultural events etc.). It is quite normal that schools have welcome classes which are of mixed nationalities.

Free time

Besides studying for school, and meeting friends, youngsters usually have lots of hobbies (sports, music etc.), as they have sufficient time after school (exception: boarding schools).

Contacting your child

It is normal that you will miss your child during her/his stay in Germany and that you might be worried if she/he is fine. However, it is crucial for your child's exchange experience that you minimize your contact with her or him (via phone, whatsapp and skype) – this is part of the experience!

Try to let go of your child a little bit and trust her/him, your child will grow from this experience. Of course be there for your child, when she/he needs you, but you will not help your child when you contact her/him constantly. This will promote homesickness. One thing is sure "your child will come back" ☺. Therefore she/he should take advantage of this unique experience as much as she/he can.

Homesickness

Take your child serious when she/he wants to contact you, listen to her/him. However, encourage your child to continue the program explaining her/him that this is part of the experience and that this is just a period of time, which will end. Encourage your child without putting pressure on her/him.

Your child is not alone! The host family and of course our team from GLS and the local coordinators will take care for her/him in case of any questions/concerns or problems. All of us have been living abroad and know, what it feels like to be far away from home. It might also be helpful for your child to talk to other exchange students who are living the same experience, they can support each other.

Do not expect too much from your child. It will gain a lot of experience in any case. It will improve her/his German and get used to a new culture. However, everything takes time.