

## SECONDARY SCHOOL EXCHANGE STUDENTS

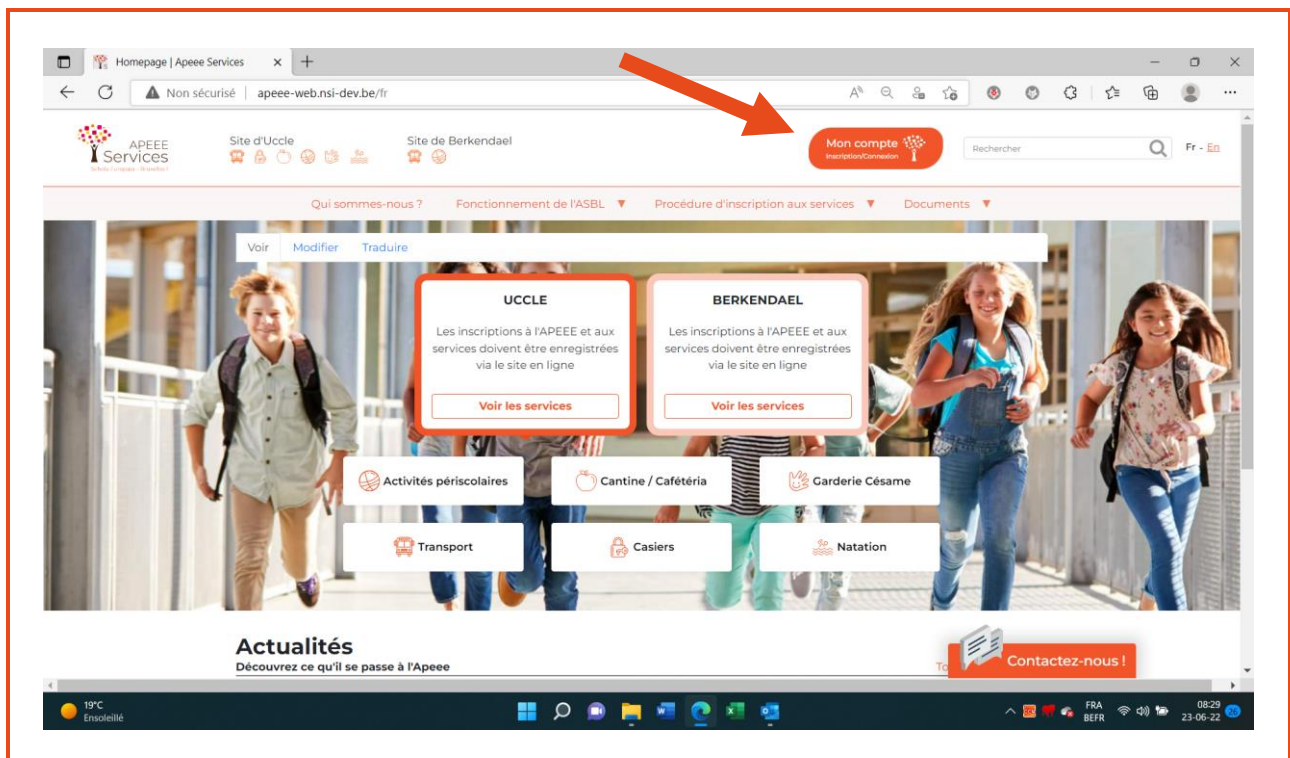
Dear host parents,

Are you hosting a student at home for a few months? Here are the steps to follow so that he/she can benefit from the various services of APEEE Services on the Uccle site.

You must add the new exchange student to your family account and **make sure to create him/her an order for each service. You will not have to pay for APEEE membership twice.**

Connect to the APEEE/APEEE Services Registration website via this link:

<https://www.apee-bxl1-services.be> You can access it by clicking on the big orange button "My Account":



Use your usual login/password.

Your **Login** is the e-mail address to which you receive this message.

If you have **forgotten your password**, click on "[Reset your password](#)".

If you cannot login, please **DO NOT** create a new account but contact us for assistance.

Add the new child to your family dashboard. Fill in all the compulsory fields in the child's file, in particular the school exchange dates.

Choose the service orders for your foster child. Orders apply to the Canteen, Transport and Lockers services.

## **CANTEEN SERVICE :**

### **1. For the external child arriving in Uccle :**

Please follow the steps to register for the canteen service by adding the new exchange student to your family account (click on "add a child").

You will then be able to create an order for the new student, who will receive a canteen/cafeteria key for access to meals and the purchase of products in the cafeteria.

Please let us know the child's enrolment dates and we will send you the request for payment calculated on the basis of the enrolment days for the child's stay. We will create a canteen/cafeteria key for the exchange student.

### **2. For your own child going abroad :**

The easiest way is to cancel his canteen subscription and reactivate it when he returns. Registrations can be made with our service at any time throughout the year. All you need to do is let us know the dates on which your child will be returning to school, and bring his electronic key with him to the canteen. The request for payment will be calculated on the basis of the days of enrolment.

Please do not lend your child's canteen/cafeteria key to a student who comes in exchange, as each key is linked to a single child.

## **TRANSPORT SERVICE :**

### **1. Create the transport order by selecting the desired route.**

For payment, you will find here the procedure established in the European institutions:

The parent of the child taking part in the exchange must pay the school transport costs themselves during the exchange and must then claim reimbursement from their institution, by entering a school declaration in Sysper, adding the invoices and proof of payment.

### **2. Reimbursement of school transport costs incurred during the exchange**

If the child participating in the exchange programme has been using the transport service of the mother school participating in the exchange programme, the parent is to ensure that the Transport Service of the APEEE Services is well informed about the pupil's absence during the exchange period and that the Commission cannot pay the transport costs during this period when the services actually cannot be used.

Any costs, borne during the exchange period, for the transport services organised by the APEEE Services of the hosting school are to be paid by the parent, who can request reimbursement for them via PMO Contact and by enclosing to it scanned copies of the invoice(s) and proof(s) of payment. The Institution can reimburse the costs up to the simple ceiling.

### 3. Two education declarations to be introduced in Sysper

The parent whose child will participate in the Student mobility programme is requested to introduce **two education declarations in Sysper for the school year concerned.**

**3.1** In the beginning of the school year the parent is advised to introduce in the education declaration

- under tab *Education information*, the period (date from – date to) corresponding to the exchange period
- under tab *Establishment*, the details of the visited school (name, address)
- under tab *Transport*, if the child would use school transport during the exchange period, the Type of transport to be selected would be "**Other school bus**" (not "European school bus" – see chapter 1 above).

**3.2** For the remaining part of the school year, when the child will have returned back to the mother school, the parent is to introduce a second declaration, Type **Change of the school during the course of the academic year** and fill it in as before the exchange.

### LOCKER SERVICE :

1. If a student is coming to live with you temporarily, please create a locker order, clearly indicating that they are an exchange student in their file. A locker will be allocated according to availability. When the student leaves, he must return the key to us before leaving the school.

2. If your child is doing an exchange with another student, the student will be able to use your child's locker during this period. You will be responsible for managing the key in this case. Please inform us by e-mail ([casiers@apeee-bxl1-services.be](mailto:casiers@apeee-bxl1-services.be)) prior to this temporary exchange so that we can record it in our system and avoid any possible problems. When the pupil leaves, your child will regain possession of his/her locker. There are no additional costs for this solution.

## NEED HELP? CONTACT US!

### APEEE Services:

General coordination – [coordination@apeee-bxl1-services.be](mailto:coordination@apeee-bxl1-services.be)

Canteen – [cantine@apeee-bxl1-services.be](mailto:cantine@apeee-bxl1-services.be)

Transport – [transport@apeee-bxl1-services.be](mailto:transport@apeee-bxl1-services.be)

Lockers – [casiers@apeee-bxl1-services.be](mailto:casiers@apeee-bxl1-services.be)

### APEEE – Secretariat:

[info@apeee-eeb1.org](mailto:info@apeee-eeb1.org)