

International Exchange Application Instructions

Before you apply for a position on any International Exchange Tour, please be aware of the following requirements:

1. Anyone applying for a place on an International Exchange Team must **at the time of application:**
 - ♦ be a registered member in good standing of the Canadian Pony Club as of the application date **AND** for the exchange year (registered in the National Database)
 - ♦ be confirmed as a PSO member as of the application date **AND** for the exchange year.
 - ♦ If the exchange will require travel outside Canada.
 - have a valid passport that extends **at least 3 months past the return date** of the exchange
 - agree to purchase valid out of country health/travel insurance at the time of the airline ticket purchase or provide proof of valid out of country health/travel insurance at least two weeks prior to the purchase of the tickets.

Note: where applications are due before Sept 30th, proof of both PC and PSO membership for the exchange year must be received by November 30 of the selection year.

2. Provide the following documentation:
 - ♦ Application Form
 - ♦ Any letters of reference required by the discipline
 - ♦ Any videos required by the discipline
 - ♦ Participation Agreement
 - ♦ International Team Responsibilities Agreement
 - ♦ International Exchange Application Instructions
 - ♦ A passport/wallet sized picture (2 pictures for Tetrathlon) Please e-mail the photos.
3. All paperwork is to be e-mailed to the National Office. All forms must be clear and legible.

Note: For IMGE, PPG applicants will apply directly to their Regional PPG Chair. The successful one or two candidates' application forms will then be forwarded by the regional PPG chair to the National Office.

4. Incomplete applications and applications postmarked after the deadline will not be considered.
5. All applicants are responsible for their own return airfare and land fees, plus uniform and spending money. **Applicants will also be responsible for paying a portion of the Coach/Manager travel and Land Fees.**
6. All forms and deadlines will be posted on the Canadian Pony Club web site, on the International Information Center pages.
7. Land fees are due into the National Office once the team has been chosen.

I have read and understood all of these conditions and I am submitting a complete application.

Applicant signature _____

Parent's signature _____

Regional Chair's Signature: _____