

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 of 14 and 17 in different destinations in Germany, e.g. Berlin, Bremen, Nürnberg 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 state school or boarding school.

In January and June/July GLS offers an Online Orientation for all new arriving participants in order to prepare them for their High School experience in Germany. Twice a year, in spring and fall, we offer an optional "Berlin Weekend" for an additional fee. During the whole program all participants will be supervised and counseled by the GLS Berlin team and their local tutors.

2. Requirements

- Minimum age upon arrival 14, maximum age 17
- German level of at least B1 upon arrival
- Minimum duration 2 months
- Complete application form
- Down payment of 20%

3. Duration and Costs

Duration	Start	Application deadline	Gross prices		
			Classic ^[1]	Select ^[2]	Boarding School
2 months	anytime	6 months before arrival	4.280 €	4.780 €	-----
3 months	anytime		5.120 €	6.020 €	-----
4 months	anytime		6.090 €	7.390 €	-----
1 semester	Feb or Aug/Sept		6.890 €	8.490 €	see p. 4
1 school year	Aug/Sept		13.350 €	15.650 €	see p. 4

[1] Classic program:

No choice of city or region, we place students according to availability.

[2] Select program:

For the Select program, please have your customers indicate a 1st and 2nd choice of cities. If both choices cannot be fulfilled, GLS will place the student according to available schools & families and refund the extra cost for the Select program, i.e. the customer pays the lower price for the Classic program.

Included:	Not included:
<ul style="list-style-type: none"> • transfer on official arrival date from the nearest airport or train station to the accommodation • “Online Orientation” before the program starts • placement at a German High School • accommodation at a host family, single or double 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 program participation • assistance in applying for a residence permit after entering Germany • one free excursion per semester 	<ul style="list-style-type: none"> • pocket money (150 € - 200 € per month) • books and course material • costs for public transport • obligatory medical and liability insurance: 10 € per week • preparatory German language course (necessary if the student's German level is below B1) • fee for residence permit / visa documents (150 €) • 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, paid for or supervised by GLS • online German course one afternoon per week, mandatory for participants with German level lower than B1 (2 lessons à 22,50 € per week) • fee for German exam at the end of stay • notarization of school report (Apostille, 200 €) • single room guarantee (100 € per month) • special dietary requirements, e.g. gluten-free (50 € per month) • optional weekend excursions organised by GLS • transfer on departure

Late application fee:

We charge 900 € for a school year and 500 € for a semester for applications that reach us less than 6 months prior to the student's arrival in Germany.

Program extension:

For a 5-months extension the classic price will be charged and a discount of 300 € will be given. The agent commission for a 5 months extension is 500 €.

Change of destination:

If the client wishes to change the chosen destination at short notice (up to one month before arrival), GLS charges a changing fee of 450 €.

4. Destinations

City	Federal State	Local GLS Coordinator
Berlin + surroundings (Capital Region Berlin-Brandenburg)	Berlin / Brandenburg	Ms Alisa Aldinger, Ms Anna Baumann, Ms Eugenia Speyer, Ms Jana Böhner, Ms Sara Stukenbrock, Ms Sonja Golenia, Ms Yoko Iwen
Bremen	Bremen	Mr Oliver Schneider
Cologne / Bonn + surroundings	North Rhine-Westphalia	Ms Daniela David
Darmstadt	Hesse	Ms María Alicia Vecchiet de Kurtz
Dresden	Saxony	Ms Maja Dittrich
Hamburg + surroundings	Hamburg / Lower Saxony	Ms Regine Kretzschmar
Hannover + surroundings	Lower Saxony	Ms Ina Beck
Koblenz + surroundings	Rhineland-Palatinate	Ms Mercedes Janßen, Mr Marcel Janßen
Minden	North Rhine-Westphalia	Ms Jessica Gottschalk
Nuremberg Metropolitan Region	Bavaria	Ms Corina Bruns
Ulm + surroundings	Baden-Wuerttemberg	Ms Katharina Susec

Please note, that a lot of our destinations have a widespread city belt and students might be placed up to 70 km away from the city. 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 not more than 45 minutes, but GLS will not guarantee certain neighborhoods within a city.

5. State day schools

In the program with state schools, we cannot guarantee specific schools. We place the host students either at the school of the host siblings, if there are any in the host family, or at other nearby schools, depending on capacity. Since the German students are always considered first in the planning, the school placements are usually not fixed until shortly before arrival.

We place the guest students at schools of the type "Gymnasium" as well as "Realschule" or "Gesamtschule", depending on language suitability, performance and capacities at the schools.

We try to take special requests for certain subjects or other requirements into consideration when choosing a school, but we cannot guarantee this in advance.

6. Private day and boarding schools

6.1 Private day schools:

Gymnasium Panketal (Brandenburg, near Berlin)
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B1
Accommodation with host family
Price and more information on GLS website

Moser Schule (Schweizer Schule) (Berlin)
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B1
Accommodation with host family
Price upon request. More information on school website

6.2 Private boarding schools:

Schloss-Schule Kirchberg (Baden-Württemberg)
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one semester, shorter stays on demand • Minimum German level A2
Boarding
Abitur is possible if students attend at least grades 10 to 12
Price and more information on GLS website

Landheim Ammersee (Bavaria)
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one year • Minimum German level B2
Boarding
Abitur is possible if students attend at least grades 11 to 13
Price and more information on GLS website

Stift Neuzelle (Brandenburg)
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one year • Minimum German level B1
Boarding
Abitur is possible if students attend at least grades 10 to 12
IB Diploma program offered
Price and more information on GLS website

Villa Elisabeth (Brandenburg)
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one year • Minimum German level B1
Boarding
Abitur is possible if students attend at least grades 10 to 12
Price and more information on GLS website

Cologne International School (North Rhine-Westphalia)
Requirements: <ul style="list-style-type: none"> • Minimum age 15 • Minimum stay one semester • Minimum English level B2
Boarding
IB diploma , possible if students attend at least grades 10 to 12
Price and more information on GLS website

Ernst-Kalkuhl-Gymnasium Bonn (North Rhine-Westphalia)
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one semester • Minimum German level B2
Boarding
Abitur is possible if students attend at least grades 11 to 13
Price and more information on school website

Price quotations here are based on the last valid price from the current school year. Price adjustments are possible. For students in the boarding program, GLS acts as an intermediary and schools issue invoices and contracts directly to parents. GLS pays agents a commission for the first school year only, after student's arrival.

7. High School Program – step by step

Step 1: The first step is to enroll your student on our website <https://www.gls-german-courses.de/2909-gls-agent-manuals.html> and hand in the application form in combination with the required additional documents. Before handing in the application, please check carefully that the documents are complete and readable. We will organise an online interview with the student in a timely manner to assess language skills and motivation. If the student is suitable, GLS will send the confirmation of acceptance and invoice.

Step 2: A deposit of 20% is due 10 days after receipt of the invoice. With this payment the client confirms his definite participation in the High School program and GLS will work on the placement. Up to 4 months before arrival 50% are due and the last 30% up to 2 months before arrival.

Step 3: We will send the placement details for the host family and school, at the earliest 8 weeks prior to the program start, after receiving the full payment. Student placements can take up some time and are very time-consuming. It might occur that changes will be made throughout the application and placement process. In some cases, placement details will be provided shortly before arrival and patience is necessary. We recommend that the client contacts the future host family 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. Documents for visa invitations can only be issued after full payment has been received. From our experience it can take up to 16 weeks until a long term visa is issued. In case of cancellation or visa rejection the general GLS terms & conditions apply.

Step 5: Your client's arrival plans should be double-checked by GLS before booking any flights. In case the client will arrive later than the program start date, we can not offer a transfer/accommodation/insurance. Furthermore, the host family might not be available if it's during the week. So we advise to try to book the flight on time, so your client can enjoy our whole offer.

8. Cooperation GLS and agency - expectations

We expect a professional and solution-oriented cooperation from our partner agencies and a trust in the GLS employees and their expertise. Further essential points for a good cooperation according to our conception are the following:

- CONSULTATION and SALE
 - good knowledge of GLS programs and correct advice to customers in the home country
 - do not make unrealistic promises to customers
 - check applicants carefully for suitability and motivation. German language skills will be tested by GLS in an online interview
 - timely payment of program fees
- COMMUNICATION
 - mediation between clients and GLS staff
 - respect communication channels, no direct contact with local coordinators, host parents and host schools, calming of birth parents and filtering of sometimes emotional messages
- PREPARATION and ASSISTANCE
 - use the most current GLS documents and carefully review application materials before forwarding
 - Please send all documents as one summarized PDF document. Individual pages such as teacher recommendation or health certificate may be submitted later
 - information on desired grade level, needed evaluation from school and special requirements and health
 - assistance in applying for a visa on site
 - good preparation of participants and natural parents, preferably with a parents' evening and/or preparation meeting for the students.
 - support and communication during the program in cooperation with GLS
- FOLLOW-UP
 - organize returnee meetings, if necessary, obtain feedback and pass on to GLS
 - Assist with credential certifications through GLS as needed
 - Loyalty: do not exploit contact information of host families and coordinators for direct collaboration without GLS

9. Contact

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