



Dear Headmaster,

We would like to take this opportunity to thank you for giving a Belgian exchange student the possibility to attend your school.

When our students study in Belgium, their families are entitled to 'family benefits'. By granting these benefits, the Belgian government wants to ensure that no student would stop studying because of financial concerns. In order to apply for these 'family benefits', the family has to submit a document from the school, in which the school states that the student will attend school during one year.

When a student is studying outside of Belgium, their family in Belgium can still receive the 'family benefits'. With this letter we kindly request your cooperation in providing the Belgian exchange student's family with the document they need in order to qualify for the 'family benefits' in Belgium. They have to submit a document E402 or P7INT filled out by the host school. In this document the school declares that the Belgian student is attending their school regularly. In some countries students are not enrolled officially but are following courses as "auditors" or "listeners". This is not a problem: as you will clearly see in the questions on this document, the government only demands students to attend the courses, not to be officially enrolled.

For some families, the 'family benefits' constitute a substantial addition to their income allowing their child to study in or outside Belgium. We would therefore greatly appreciate it if you could fill in this document as soon as possible, and return it to the Belgian exchange student. S/he will then send the completed form back to their family at home in Belgium.

May we ask that you please take care that the dates mentioned in the document cover the complete duration of the students' stay in the country: in other words:

- starting date= the date the student enters the school
- end date= the last day of the student in your school
- holidays = all official holidays within this period, including summer holidays. For schools in the Northern hemisphere: please also indicate the summer holidays following the year in which the student attended your school, even if the student leaves the country at the beginning of these holidays.

Please note that the document needs to carry a stamp of the school and the signature of a school responsible.

On behalf of the family/families of the exchange student(s), we would like to thank you very much for your co-operation in filling out the attached form. We wish you and your school an interesting year together with your Belgian exchange student.

Yours sincerely,

Dymphi Rombouts

Program Director AFS Low Lands (Flanders, Brussels and the Netherlands)