
For Registrations of Interest at the Website:

Receives & processes registrations.

Locates appropriate district & sends details to DYEO.

Ensures that DYEO knows what to do regarding the interview and selection process - if not offers immediate and on going support and monitors progress.

If a student applies directly to Club/District:

Responds to requests by DYEOs for assistance and requests that the student visit the website to complete a registration form.

The Application Form

Emails the accepted student with information as to how to access WEBAPP, the online application form, and attaches a letter requesting the administration fee, with details of how to pay. Emphasises to the student that both application form must be complete and the fee paid before placement will begin.

Liaises with the student, the DYEO and the Club YEO in producing a complete and fully signed form.

Works with the DYEO towards a suitable placement once the fee is paid and the application form is complete.

Applicants from Abroad:

Fields enquiries as appropriate.

Attempts to match students from abroad with RIBI students looking for exchanges.

Provides ongoing support to DYEOs where sought.

Statistics:

Collects details of effective exchanges from around RIBI.

