



## International Education Services International Student Travel Form

International students like to take the opportunity to travel during their program. Student visa conditions do not permit students to travel during term time.

The Department of Education and Child Development (DECD) needs to ensure that arrangements are made to protect the personal safety and well being of its international students in line with the state's child protection policy, the national standards for overseas students and the Department of Immigration and Border Protection (DIBP) visa conditions. The responsibilities of international students' natural parents and homestay parents also need to be recognised in this matter.

International students also need to provide travel details when returning to their home country for school holidays.

### Procedure

**Students must speak with their International Student Program (ISP) Manager before making any bookings/arrangements.** The *International Education Services Travel Form* is to be completed including **parental permission**, at least two weeks prior to travel for any holiday travel undertaken by the student.

**Independent travel or travel unaccompanied by an adult is not permitted except if a student is travelling to his or her country.**

Students are able to join tours with the following approved tour companies only. These companies provide school student only tours.

[Petras Tours](#)

[Small World Journeys](#)

[STB Pacific School Holiday Tours](#)

[Truely Tribal](#)

[Words On Wheels](#)

[WorknHoliday](#)

[WorldStrides](#)

A detailed itinerary should be included with the completed travel form **signed by parent and school**, prior to the commencement of the trip.

This information is necessary for the student to be contacted at all times in cases of an emergency and to ensure their supervision, if appropriate, is guaranteed for the duration of their trip.

If a student intends travelling to his or her country during the holidays, it is their responsibility to check school term and course dates with the ISP Manager at school **prior to** booking flights. Travel, which occurs during the student's course of study, constitutes a breach of student visa conditions and may result in DIBP being notified.

If a student is away on holidays from the homestay for longer than one week, the Room Holding Fee will apply for students in the **Graduate Program**. This payment ensures the safe keeping of the student's possessions in their absence and that the student's room is available on their return. For those students whose payments are managed by IES this homestay payment adjustment will occur in the scheduled homestay payment only after notification is received by IES.

In the case where the school or IES has concerns regarding the nature, program or purpose of the trip, the parent signing the consent form to give approval for the trip indicates they assume responsibility for their child for the period of the trip (including notification to DIBP).

Students should also check with their agent for their travel requirements.



Government of South Australia  
Department of Education and  
Children's Services

Approved on: 11.10.16

Approved by: Director, International Education

**International Education Services**

Department for Education and Child Development  
T/A South Australian Government Schools CRICOS Provider Number: 00018A

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## Checklist for International Student Travel Form:

Procedure #	Procedure	Person Responsible	Done (Tick & date)
Step 1	Discuss your travel plans with ISP Manager <b><i>before</i></b> making any bookings	Student	
Step 2	Complete the Travel Form – student and homestay sections	Student/Homestay	
2.1	Notify agent and obtain approval (if required)	Student	
2.2	Fax/email Travel form to agent (if applicable)	Student (may need assistance)	
Step 3	Obtain parent approval	Student (may need assistance)	
Step 4	<b><i>Ensure all documents including flight details are attached to Travel Form</i></b>	Student	
Step 5	Check completed Travel Form with ISP Manager Obtain school approval	Student / ISP Manager	
Step 6	File Form & itinerary in student file	ISP Manager	
Step 7	<b>If school approval is not given</b> , forward a copy of Travel Form to IES (attention Student Services) Fax: 8226 3655 Courier: R11/48	ISP Manager	

**STEP 2- (to be completed by student and homestay - at least 2 weeks before the intended travel date)**

I have attached Travel Documents e.g. E ticket, flight details, detailed itinerary etc

I have completed the checklist over the page

**STUDENT INFORMATION:**

Name: \_\_\_\_\_

School: \_\_\_\_\_ Mobile: \_\_\_\_\_

**HOMESTAY INFORMATION:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**TRIP DETAILS:**

Travel Destination: \_\_\_\_\_ Estimated cost of  
Travel & Activities: \_\_\_\_\_

Purpose of Trip:

- Returning to home country for holiday
- Travelling with homestay family (*Attach itinerary\* including contact details, name of accompanying adults*)
- Travelling with organised tour group (*Attach itinerary\* including contact details*)
- Other, eg school trip (*Please provide details*)

Date From: \_\_\_\_\_ To: \_\_\_\_\_ Total number of nights: \_\_\_\_\_

Transport Details: \_\_\_\_\_

Accommodation Details: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homestay/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3 - Parent Approval (to be completed by biological parent(s))**

I/We \_\_\_\_\_ (Parent's Name) hereby give my/our permission for my/our child \_\_\_\_\_ (Child's Name) to travel in accordance with the information provided above or per attached itinerary, and to undertake the activities described.

I/We understand that the proposed trip may not be recommended by the school or Department for Education and Child Development/International Education Services, if for example the trip occurs during the student's course of study, which thereby breaches student visa conditions.

I/We accept responsibility to pay any homestay holding fees (if applicable).

By signing this form, I/we assume responsibility for \_\_\_\_\_ (Child's name) for the period of the trip to \_\_\_\_\_ (destination).

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5 - School Approval (to be completed by ISP Manager)**

Yes  No Comments: \_\_\_\_\_

ISP Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 5.1 - Check completed Travel Form with ISP Manager

The student should fax/email the *International Student Travel Form* and itinerary to the parent (via the agent if appropriate) for confirmation and approval. (ISP Managers may be required to assist students).

Forms, **with parent(s) signature**, must be returned by fax/email to the ISP Manager at school.

**Where parental consent is given by email, signatures must be scanned. Email from the parent via the agent without scanned signatures is not acceptable.**

#### Please note

- When on holiday away from their homestay, it is the student's responsibility to take with them, their homestay contact details. This is for use in an emergency or if there is an unanticipated change of travel plans.
- Room Holding fees will apply for students in the **Graduate Program**. If the student is away from the homestay for longer than one week and pays the homestay directly, please discuss appropriate fees with the homestay. If the payments are managed by IES, an adjustment the homestay payment will occur in the schedule homestay period after notification is received by IES.
- Please note that if notification of absence from the homestay is not received within 90 days of the commencement of the prepared trip, any adjustment to the homestay fees will be forfeited and cannot be refunded.

My Homestay Fees are Managed by IES:  Yes  No

### Step 2.1 - Agent Approval – if required

Yes  No

Comments: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CHECK LIST: (please tick)

I have:

- checked with my ISP Manager that I can travel on planned dates.
- completed the travel information.
- attached travel documents e.g. E-ticket, flight details, detailed itinerary etc.
- homestay permission.
- checked if I must pay a holding fee to my homestay.
- parent permission.