

# Student Travel Form

International students must complete the checklist (below) and the travel form (over) and return to their ISP Manager at school with travel and flight details attached.

Student Name:			
	Procedure	Person Responsible	Done (Tick & date)
Step 1	Discuss your travel plans with ISP Manager <i>before</i> making any bookings ( <b>at least 2 weeks before intended travel</b> ).	Student	
Step 2	Complete the Travel Form – student and homestay sections.	Student/Homestay	
Step 3	Scan & email form to natural parents (and agent if applicable) to obtain signatures.	Student / ISP Manager	
Step 4	<b>Attach all documents including itinerary and flight details to Travel Form.</b>	Student	
Step 5	Check completed Travel Form with ISP Manager and seek school approval.	Student / ISP Manager	
Step 6	<b>If school approval is given</b> , go ahead and confirm travel plans.	Student	
Step 7	<b>If school approval is not given</b> , discuss with ISP whether a non-routine travel form is required.	Student / ISP Manager	
	If applicable complete a non-routine travel form and scan & email to natural parents to obtain signatures.		
Step 8	Confirm whether room holding fees are required to be paid and arrange to pay before travelling.	Student/Homestay	
Step 9	Pack your bags! <b>Safe Travels!</b> Have a good trip.	Student	

**Please note**

- When on holiday away from your homestay, it is your responsibility to take with you contact details for your homestay and the IES emergency phone number. This is for use in an emergency or if there is an unanticipated change of travel plans.
- Room Holding fees may apply for students in the **Graduate Program**. Please refer to the Room Holding Fee Schedule, available on the website (all portals).

STUDENT INFORMATION:		
Name:	Mobile:	
School:		
HOMESTAY INFORMATION:		
Name:	Mobile:	
TRAVEL DETAILS:		
Destination:	Estimated total cost:	
Purpose of Trip (discuss your travel plans with ISP Manager <i>before</i> making any bookings <b>at least 2 weeks before intended travel</b> ): <ul style="list-style-type: none"> <li><input type="checkbox"/> Returning to home country</li> <li><input type="checkbox"/> Travelling with accredited homestay family or natural parents</li> <li><input type="checkbox"/> Travelling with approved tour company</li> <li><input type="checkbox"/> Travel for any other reason (<i>please discuss with your ISP Manager</i>)</li> </ul>		
Date from:	to:	Total number of nights:
Transport Details:		
Accommodation Details:		
Student Signature:	Date:	
Homestay Signature:	Date:	
PARENT APPROVAL (to be completed by biological parents):		
<p>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 the attached itinerary, and to undertake the activities described.</p> <p>I/We understand that the proposed trip may not be approved by the school or Department for Education (International Education Services) if the requested travel is not routine (if for example the trip occurs during school time).</p> <p>I/We accept responsibility to pay any applicable homestay holding fees.</p>		
Parent Name:	Signature:	Date:
AGENT APPROVAL (if required):		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Agent:	Signature:	Date:
SCHOOL APPROVAL (to be completed by ISP Manager):		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
ISP Manager:	Signature:	Date:

Approved on: 19.11.19

Approved by: Director, International Education

