



## **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 for 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 and the standards of the Education Services for Overseas Students (ESOS) legislative framework. The responsibilities of international students' natural parents and homestay parents also need to be recognized in this matter.

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

### **Procedure**

If an international student wishes to travel away from the homestay, **parental permission** must be gained before travel. The *International Education Services Travel Form* is to be completed (after discussion with the ISP Manager) for any holiday travel undertaken by the student as outlined on the form at least two weeks prior to travel. (For local short stays, the International Education Services Short Stay Form should be used.)

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

A detailed itinerary including the name/s of the accompanying supervising adult/s, contact addresses and phone numbers, student mobile phone numbers proposed activities and estimated costs is required, and must be sent to Student Services, International Education Services (IES) along with the completed Travel Form, **signed by parent, 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 International Student Program (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 Department of Immigration and Border Protection (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.



## **Checklist for International Student Travel Form:**

<b>Procedure #</b>	<b>Procedure</b>	<b>Person Responsible</b>	<b>Done (Tick &amp; date)</b>
<b>Step 1</b>	Discuss your travel plans with ISP Manager <i>before</i> making any bookings	Student	
<b>Step 2</b>	Complete the Travel Form	<b>Student/Homestay</b>	
2.1	Notify agent and obtain approval if required	Student/Homestay	
<b>Step 3</b>	Obtain school recommendation	ISP Manager	
<b>Step 4</b>	Check completed Travel Form with ISP Manager	Student	
4.1	Fax/email Travel Form & itinerary to parent & agent ( if applicable)	Student / ISP Manager	
4.2	Check return of the <b>signed</b> Parent & Agent Approval page	Student / ISP Manager	
<b>Step 5</b>	Forward a copy of signed Travel Form and itinerary to IES (attention Student Services) Fax: 8227 2391 Courier: R11/48	ISP Manager	
<b>Step 6</b>	Inform Finance Officer	Student Services, IES	
6.1	File Form & itinerary in student file	Student Services, IES	

## International Student Travel Form:

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

### 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: \_\_\_\_\_

### 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

# International Student Travel Approval Form

## Parent Approval

I/We \_\_\_\_\_ hereby give my/our permission for my/our child \_\_\_\_\_ 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.

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

## Agent Approval – if required

Yes       No

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

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

## Step 3 School Recommendation

Yes       No

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

ISP/Manager/  
Principal Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 4 Check completed Travel Form with ISP Manager

The student should fax/email the *International Student Travel Approval Form* and *Travel Form /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.**