



STUDENT TRAVEL APPLICATION

Students must fill out this application form for any travel outside of Victoria and email to isp_student@sd61.bc.ca. Student and host parent will receive email confirmation if the trip is approved. Students do not have permission to travel without approval.

If you are flying include the flight itinerary.

To be completed by the student:

Application Date: _____ School Name: _____ Phone Number: _____
Student's legal name: First _____ Last _____
Email address: _____
Destination (City): _____ Travel by (plane, ferry, bus): _____
Travelling with (list names): _____
Reason for this trip: _____
Date(s) of travel: _____ Departure time: _____ Return time: _____

DAY TRIP Please submit minimum 5 days before departure

To be completed by the host family:

☐ I am aware of this day trip

Date: _____ Print Name: _____ Signature: _____

☐ OVERNIGHT TRIP Please submit minimum 7 days before departure

To be completed by the student:

Accommodation address and city: _____
Name of adult over 25 years old you are staying with: _____
Their phone number: _____ Their Email: _____
Their relationship to you: _____

To be completed by the host family:

☐ I have called and spoken to the adult at the above phone number

☐ I have confirmed these arrangements (dates and times)

Date: _____ Print Name: _____ Signature: _____

To be completed by the natural parents:

I _____ the natural parent of _____ hereby confirm that I am aware of the travel my child intends to do according to the above information. I fully understand that this trip is not part of the Victoria International Education and supervision during this trip is only as indicated above. As such, I fully understand and acknowledge that there are inherent risks by allowing my son or daughter to travel. I hereby release and hold harmless Victoria International Education, its officers, employees and the host family of any liability or responsibility for my son or daughter during the duration of this trip. I have been advised to purchase additional Medical Coverage.

Date: _____ Signature: _____



VIE – Travel Regulations

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver or any other city without approval by Victoria International Education.

Students who wish to travel outside of Victoria must apply to the Program Office for permission and must do the following:

- Pick up a **Student Travel Application** from your International Advisor, VIE Office or online <https://www.studyinvictoria.com/current-students/travel-forms>.
- Complete the form and discuss it with your Homestay family. If they support your travel they will sign your form.
 - Return the form at least 7 days prior to your travel to the VIE Program Office or email to isp_student@sd61.bc.ca If complete information has not been given, travel will not be approved. Last minute requests or late forms will not be approved.
- Overnight travel outside of Victoria must have an adult supervisor, someone who is **25 years or older**, and be confirmed by your natural parents and homestay parents.
- The final decision about a travel request sits with the International Program Administration.
- If travel will result in missed classes, students must talk to their teachers and International Advisor directly as well as receive VIE approval.
- A **Student Travel Application** form is needed for both **overnight and single day** travel.
- With permission, students may visit family members outside Victoria. VIE must be informed of travel details. Travel must be of an occasional nature.
- Students may travel with their parents, but the VIE Office must be notified.
- Students who travel outside Victoria must return on time.
- If travelling by ferry, students must be on the 7:00pm ferry at the latest.
- Requests for travel must not occur more than once a month.
- Students are not permitted to cohabit or to have mixed-gender sleepovers, either in the host household or while travelling.
- You and your host parent will receive email confirmation if your trip has been approved. Students do not have permission to travel without approval.
- When students travel outside Victoria with their host family, a travel application does not need to be completed. Students must remain with their host family at all times. If you are travelling with your host family, a quick email with your plans is always helpful. Email us at isp_student@sd61.bc.ca

Travelling without permission or failing to provide accurate information is grounds for student dismissal from the Program.