

Student Travel Form

International Student Travel

The Department for Education and Child Development (DECD) must ensure that arrangements are in place to protect the personal safety and wellbeing 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 like to take the opportunity to travel during their program, however please note that student visa conditions do not permit students to travel during term time.

DECD welfare and duty of care responsibilities do not allow students to holiday/travel without approved adult supervision (other than on flights).

This form is to be used by international students enrolled in a South Australian government school seeking approval for any travel, including when returning to their home country for any reason.

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 travel undertaken by the student.

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

| | | | |
|----------------|-------------------|-------------------|----------------------|
| Petras Tours | Words On Wheels | Truely Tribal | World Strides |
| Work n Holiday | WEP student tours | STB Student tours | Small World Journeys |

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 for any reason, 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.

In the case where the school or IES has concerns regarding the nature, timing, program or purpose of the trip, the parent signing the consent form to give approval for the trip indicates they acknowledge and accept the potential implications of this, such as a breach of visa conditions.

If appropriate, students should also check with their education agent regarding their travel arrangements.

Checklist for International Student Travel Form:

| Procedure # | Procedure | Person Responsible | Done (Tick & date) |
|---------------|---|-------------------------------|--------------------|
| Step 1 | Discuss your travel plans with ISP Manager <i>before</i> 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 | Ensure all documents including flight details are attached to Travel Form | 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 | If school approval is not given , forward a copy of Travel Form to IES (attention Student Services) Fax: 8226 3655 Courier: R11/48 | ISP Manager | |

STEP 1 – Discuss your travel plans with ISP Manager before making any bookings

STEP 2 – Travel details (to be completed by student and homestay at least 2 weeks before intended travel)

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
- Travelling with accredited homestay family (*attach itinerary including contact details, names of accompanying adults*)
- Travelling with approved tour company (*attach itinerary including contact details*)
- Travel for any other reason (*please discuss with your ISP Manager*)

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 approved 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).

Parent Name: _____ Signature: _____ Date: _____

STEP 4 – Ensure all documents (including flight details) are attached

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 to 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 14 days prior to the commencement of the prepared trip, any adjustment to the homestay fees will be forfeited and cannot be refunded.

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, Ms Parsons or Ms Graham 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.