



TRAVEL REQUEST FORM

Today's Date: _____

Travel Departure: _____

Student Name: _____ D.O.B. _____ Passport #: _____
First Last dd/mm/yyyy

Host Family Name: _____ School: _____
First Last

CHECK ONE:

✓	Type of Travel	Instructions	Submit form to Homestay Coordinator
	In BC with natural parents	No form required	Inform homestay coordinator of travel plans at least one week prior to travel.
	In BC with host family	No form required	Inform homestay coordinator of travel plans at least one week prior to travel.
	Outside of BC or Canada with natural parents	Complete sections 1, 2, 3, 4, 5 & 7	Submit form at least two weeks prior to travel.
	Outside of BC or Canada with host family	Complete sections 1, 2, 3, 4, 5 & 6	Submit form at least two weeks prior to travel.
	In BC with supervisor other than host parent, natural parent or SD23 staff	Complete sections 1, 2, 3,4,5 & 7	Submit form at least two weeks prior to travel. Travel must be pre-approved by the program.
	Outside of BC or Canada with supervisor other than host parent or natural parent	Complete sections 1, 2, 3,4, 5 & 7	Submit form at least two weeks prior to travel. Travel must be pre-approved by the program.
	Travelling Alone to meet program approved supervisor at destination	Complete sections 1, 2, 3, 4, 5, & 7	Submit form at least two weeks prior to travel. Travel must be pre-approved by the program.

SECTION 1 – SUPERVISION

Name the supervisor(s) and contact information of the adult who will be travelling with you. Supervisor must be 25 years of age or older and approved by the program.

✓	Supervisor	Full Name of Supervisor(s)	Phone Number	Relationship to Student
	Natural Parent (s)			
	Host Parent (s)			
	Other supervisor(s)			
	Alone	Name of person/people you will be meeting, if any, on this trip		

SECTION 2 – PURPOSE OF TRIP

Describe the purpose of the trip and your planned activities below.



SECTION 3 – TRIP ITNERARY

State the arrival and departure dates and mode of transportation below.

DEPARTURE:

Date	Departure. Time	Destination(s)	Airline and Flight Number or Bus or Private Vehicle Information (Attach intended travel or flight itinerary if applicable)

RETURN:

Date	Arrival Time	Destination(s)	Airline and Flight Number or Bus or Private Vehicle Information (Attach intended travel or flight itinerary if applicable)

SECTION 4 – ACCOMODATION

List where you will be staying during this trip.

√	Accommodation Type	Address	Town/City/Province/Country
	Private Residence		
	Hotel		
	Other		

SECTION 5 – NATURAL PARENT SIGNATURES

*This section **must** be completed by the natural parents if student is travelling outside of BC or Canada; OR travelling with a supervisor in BC other than host parents or natural parents or SD23 staff; OR travelling alone anywhere.*

Date: _____

We _____ are the natural parents of _____ and hereby give permission for this trip as outlined above. We are satisfied that our child will have appropriate supervision. We have reviewed the itinerary and ensure that our child has the necessary Visa(s), valid Study Permit and documentation for travel.

Print Name of Natural Parent(s): _____

Signature of Natural Parent(s) _____

Email address: _____ Phone: _____

Additional Comments:

SECTION 6 - HOST FAMILY SIGNATURE AS SUPERVISORS

To be completed by the Host Family if the Host Family travelling with the student.

Date: _____

Print Name of Supervising Host Parent(s): _____

Signature of Supervising Host Parent(s): _____

Additional Comments:



SECTION 7 – HOST FAMILY SIGNATURE FOR OTHER SUPERVISION

To be completed by the Host Family if the Host Family is not providing supervision:

I (we) acknowledge, that we are aware of the travel plans outlines in this travel request form.

Date: _____

Print Name of Supervising Host Parent(s): _____

Signature of Supervising Host Parent(s) _____

Additional Comments: _____

SECTION 8 – FOR OFFICE USE ONLY

Immigration Letter required	____ YES ____ NO
Immigration Letter Issued	Date: _____
Request Status	____ Approved ____ Denied
School Contacted	____ YES ____ NO
Signature of homestay coordinator or international custodian:	
<p>This form must be received two weeks prior to travel when student is:</p> <ul style="list-style-type: none"> • Traveling outside of BC or Canada • Travelling anywhere alone • Travelling in BC with supervisor who is not natural parent, host parent or SD23 staff member • Travelling in BC with SD23 staff on a level 4 or 5 field trip (high risk). 	

**Approval of requests is at the discretion of the Central Okanagan International Program Staff
Please submit from to your Homestay Coordinator**

