# ISP Travel Request Form – Academic / Tour / Sport / Club Camp

This form is to be used by students enrolled in the International Student Program (ISP) who are under the age of 18 and where the Department of Education (DE) has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter when requesting permission to travel within Australia as part of:

* an academic program
* a commercial package tour (provided by a registered company)
* a sporting Camp
* a club Camp

For other travel requests, see [ISP Student Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx)

## How to complete this form

* **Sections A to G** should be completed by the student, their parent/legal guardian and homestay provider at least four weeks before the proposed travel.
* **Sections H and I** should be completed by the school within seven working days of receiving a completed *ISP Travel Request Form - Tour / Academic / Sport / Club Camp*.
* The completed form, and any relevant supporting documentation (in English), should be submitted to the International Student Coordinator to maintain in the student’s file as a record of the decision outcome.

## Section A: Student details

**International Student ID number Student full name Year level**

 **Age Contact number while travelling**

## Section B: Travel details

**Description of travel request (tick relevant box)**

[ ]  Commercial Package Tour [ ]  Academic Program

[ ]  Sporting Camp [ ]  Club Camp

**Company / Tour / Camp / Sport Club/Team Name and ABN**

**Proposed Date of Departure** **Time of Departure** **Drop off Location**

**Proposed Date of Return**  **Time of Return** **Pick up Location**

**Travel destination**If visiting multiple destinations,
please list all

 **Mode of transport**Air / car / train / bus

**Departure flight number Return flight number**If travelling by air If travelling by air

**Documents attached to this form**
For travel involving flights,
proposed itinerary must be provided

**(e.g. Itinerary, brochures or programs)**

**If you are unaccompanied, have you been booked as an unaccompanied minor if travelling by plane? ☐ Yes ☐ No
☐ Not required** (if over 18)

Have you discussed your travel plans with a parent and your homestay provider before submitting this form? [ ]  Yes [ ]  No

## Section C: Supervision

**Emergency contact name**  **Emergency contact telephone number**

**Emergency contact 2 name** (if applicable) **Emergency contact 2 telephone number**

## Working With Children Check (WWCC) information – please provide WWCC details of supervising adults. Details should include WWCC numbers, names and expiry.

## Section D: Transport and accommodation

Will you be travelling to or from an airport alone [ ]  Yes [ ]  No [ ]  Not applicable

If yes, please tell us how you will get to and from the airport:

Please provide a description of all your proposed accommodation when travelling including the address/es (house/hotel/etc.)

## Section E: Student acknowledgement

I acknowledge that I have discussed the travel with my parent/legal guardian and have provided accurate information on this form.

Name Signature Date

## Section F: Homestay provider acknowledgement

I acknowledge that the student, named in **Section A** of this form, who currently resides with me, wishes to participate in the travel stated on this form, and that final approval lies with the school.

Name Signature Date

## Section G: Parent/legal guardian agreement

I give permission for my child, named in **Section A** of this form, to participate in the travel as stated above.

I confirm that I have read and understood the travel requirements outlined in the [Standard Student Written Agreement](https://www.study.vic.gov.au/Shared%20Documents/en/Standard-Application-Written-Agreement.docx?web=1).

Name Signature Date

## FOR SCHOOL USE ONLY

## Section H: International Student Coordinator recommendation

I have checked

[ ]  the nature of the travel request and the student’s suitability to undertake travel (including their age and maturity)

[ ]  the supervision arrangements, including suitability of accompanying adults and WWCC currency (through the [WWCC Status Checker- Service Victoria](https://service.vic.gov.au/services/working-with-children-check-status-checker/home))

[ ]  the suitability of transport and accommodation arrangements

[ ]  that child safe practices and policies and procedures are in line with the [Child Safe Standards](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fchild-safe-standards-education-providers&data=05%7C02%7CMichela.Zahra%40education.vic.gov.au%7Ca3edc232a44b4d9a2c6608dc310fa84e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638439190854641384%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=XudrJJiI17ymE7wkgMUFPLHpIbszMmJiH7wGpR3%2BlXY%3D&reserved=0) so that [child safety risks](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fdevelop-school-child-safety-risk-register&data=05%7C02%7CMichela.Zahra%40education.vic.gov.au%7Ca3edc232a44b4d9a2c6608dc310fa84e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638439190854651478%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=6Tv7lqKRaf0R1P1kTzjUt3cG05Rvssjdp2Eh83KFCC4%3D&reserved=0) are appropriately managed, including if third parties, such as tour operators, sports clubs or groups are involved.

[ ]  personal safety, including the ability of the third party to provide medical and first aid assistance, if required.

[ ]  if the travel involves water activities, that the student has suitable water skills for these activities

[ ]  other, please specify:

**I confirm that:**

[ ]  This form is complete, and I have made all necessary enquiries to confirm the information provided.

[ ]  Any relevant supporting documentation is attached. This includes itinerary, program, flight details (if applicable).

**I recommend that:**

[ ]  This travel request be approved.

[ ]  This travel request be **declined for the following reason/s:**

Name Signature Date

## Section I: Principal (or delegate) approval

[ ]  I give permission for the student named on this form to participate in the travel stated above.

[ ]  I **DO NOT** give permission for the student named on this form to participate in the travel stated above. **For the following reason/s:**

Name Signature Date

Position (if delegate) School