# ISP Travel Request Form – Travel to and Return from Home

This form is to be used by students enrolled in the International Student Program (ISP) who are under the age of 18 and do not live with a parent/legal guardian, where the Department of Education (DE) has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, when requesting permission to return home for any reason during the student’s enrolment. Students are not permitted to travel overseas other than directly into the care of a parent or legal guardian or a direct family member over 21 years of age approved by the parent. They should also not transit overnight in another state.

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 complete *ISP Travel Request Form – Travel to and Return from Home*.
* 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

**Departure Flight Number**  **Proposed Date of Departure Time of Departure**

**Travel destination**Please also list any layovers

Are you intending to return to Victoria? [ ]  Yes [ ]  No (if yes, please answer the below)

**Return Flight Number Proposed Date of Return Time of Return**

**Documents attached to this form**
(travel itinerary must be provided)

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

## Are you travelling unaccompanied?  [ ]  Yes (please go to [Section D](#D)) [ ]  No (please go to [Section C](#C))

## Section C: Supervision

I will be accompanied by a parent/relative/another adult when travelling [ ]  Yes [ ]  No

Please provide details below:

Adult 1 Name Adult 1 Telephone number

Adult 1 Relationship

**(e.g. parent, uncle, grandparent, etc)**

Adult 2 Name (if applicable) Adult 2 Telephone number

Adult 2 Relationship

**(e.g. parent, uncle, grandparent, etc)**

## Section D: Transport and accommodation

Will you be travelling to or from an airport alone? [ ]  Yes [ ]  No

Please tell us how you will get to and from the airport:

## 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 approvals 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, supervision arrangements, and the student’s suitability to undertake travel (including their age and maturity)

[ ]  the suitability of transport and accommodation arrangements

[ ]  that child safety arrangements to manage [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) align 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)

[ ]  personal safety

[ ]  other, please specify:

**I confirm that:**

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

[ ]  all relevant supporting documentation is attached. This includes proposed itinerary and flight details.

**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