



# TRAVEL REQUEST/PERMISSION FORM GUIDELINES

Please use the following guidelines to determine if a Travel Request/Permission Form must be completed and submitted to the ISP Administrator for approval.

## A TRAVEL REQUEST/PERMISSION FORM IS REQUIRED FOR THE FOLLOWING:

### High Risk Activities

Be advised of guard.me Insurance Policy **Exclusions 11 and 12**:

*We will not pay for any expenses resulting directly or indirectly from:*

*participation in professional sports or hazardous activities such as motorized contests of speed, parachuting, skydiving, hang gliding, bungee jumping, cave exploring, mountaineering, rock or cliff climbing, or scuba diving;*

*operating any type of aircraft or travelling as a passenger on any non-commercial flight; operating any form of motorized transport on land or water without a license valid for the area where operating; travelling in or on a motorcycle, snowmobile, or any kind of vehicle while racing or off-road, unless no roads exist in the area in question;*

### Travel Outside of Canada

Any students traveling outside of Canada require a Consent Letter as it may be requested by immigration authorities when entering or leaving a foreign country or by Canadian officials when re-entering Canada. The letter demonstrates that minors have permission to travel abroad from parents or guardians who are not accompanying them.

Once a request is received and the trip is approved, the ISP Administrator will issue a Consent Letter allowing students to travel internationally with their Homestay Family.

### Required documents for travel outside of Canada:

- Parental Consent Letter (provided by ISP Administrator).
  - Apply for a Travel Visa (if required).
  - Check vaccine and Covid testing requirements for destination and return to Canada.
  - Bring Passport, Study Permit, or Visa (if applicable).
  - Bring proof of vaccine status.
  - Bring guard.me card and BC Medical Services Plan Card (if enrolled).
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**A TRAVEL REQUEST/PERMISSION FORM IS NOT REQUIRED FOR THE FOLLOWING**

**UNLESS**

**THE TRIP INVOLVES HIGH RISK ACTIVITIES OR TRAVEL OUTSIDE OF CANADA:**

### School Sanctioned Activities

For any school sanctioned activities, each individual school will provide a Permission Form for the planned activity that the student must get signed by their Custodian (ISP Administrator) for approval.

### Other Travel

#### Accompanied by the Homestay Parents

#### Unaccompanied by the Homestay Parents

For **Day Trips** (studying with friends, shopping, entertainment, sightseeing, etc.), Homestay Parents should exercise their best judgement in deciding whether to grant permission for their student(s) to participate.

Best practices include:

- Being aware of the planned activity.
- Knowing and approving who the student(s) will be with.
- Be able to contact the student(s) at any time.
- Provide clear expectations of conduct and curfew.

For **Overnight Trips**, responsible adult supervision (aged 25 or older) is required. Homestay Parents should exercise their best judgement in deciding whether to grant permission for their student(s) to participate.

Best practices include:

- Being aware of the planned activity.
- Consulting with the Natural Parents about the planned activity.
- Knowing and approving who the student(s) will be with.
- Be able to contact the student(s) at any time.
- Be able to contact the responsible adult at any time.
- Provide clear expectations of conduct and curfew.

**If you have any questions regarding these guidelines, please contact the ISP Administrator or Homestay Coordinator.**

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**3. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)**

Be advised of guard.me Insurance Policy **Exclusions 11 and 12:**

*We will not pay for any expenses resulting directly or indirectly from:*

*participation in professional sports or hazardous activities such as motorized contests of speed, parachuting, skydiving, hang gliding, bungee jumping, cave exploring, mountaineering, rock or cliff climbing, or scuba diving;*

*operating any type of aircraft or travelling as a passenger on any non-commercial flight; operating any form of motorized transport on land or water without a license valid for the area where operating; travelling in or on a motorcycle, snowmobile, or any kind of vehicle while racing or off-road, unless no roads exist in the area in question;*

I support this request

I do not support this request because \_\_\_\_\_  
\_\_\_\_\_

Natural Parent Name: \_\_\_\_\_

Natural Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. OBTAIN PERMISSION FROM YOUR HOMESTAY PARENT(S)**

**ONLY IF THEY ARE NOT THE RESPONSIBLE ADULT(S) YOU ARE TRAVELING WITH**

I support this request

I do not support this request because \_\_\_\_\_  
\_\_\_\_\_

Homestay Parent Name: \_\_\_\_\_

Homestay Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. SUBMIT TO THE ISP ADMINISTRATOR FOR APPROVAL**

Email the completed form to Mr. Paul Bernard, ISP Administrator, at: [paul\\_bernard@sd33.bc.ca](mailto:paul_bernard@sd33.bc.ca)

**PLEASE NOTE THAT REQUESTS SUBMITTED LESS THAN 7 DAYS IN ADVANCE OF TRAVEL DATE MAY NOT BE APPROVED.**

Request **APPROVED** by the Administrator of the International Student Program

Request **NOT APPROVED** by the Administrator of the International Student Program due to following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

ISP Administrator Name: Mr. Paul Bernard

ISP Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

