



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 motorized contests of speed; and

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 licence valid for the area where operating.

Homestay Parents are expected to provide adequate supervision and ensure that students follow ALL RULES, REGULATIONS, AND SAFETY REQUIREMENTS when participating in any High-Risk Activities.

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 Homestay Parent.

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.

3. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)

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

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participation in professional sports or motorized contests of speed; and

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 licence valid for the area where operating.

Homestay Parents are expected to provide adequate supervision and ensure that students follow ALL RULES, REGULATIONS, AND SAFETY REQUIREMENTS when participating in any High-Risk Activities.

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

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: _____
