



TRAVEL REQUEST/PERMISSION FORM GUIDELINES

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

Overnight Travel Outside of the Local Community, Accompanied by the Homestay Family

⇒ Complete **Sections 1 and 2** on the Travel Request/Permission Form ⇐

Any Travel Which May Involve High Risk Activities

Be advised of studyinsured Insurance Policy **Exclusion 20:**

This policy does not cover losses or expenses related in whole or in part, directly or indirectly to any of the following:

Injury resulting from participation in: professional athletics (for which you are remunerated); mountain climbing; aviation except as a fare-paying passenger on a commercial aircraft; hang gliding; sky diving; parachuting; bungee jumping; backcountry skiing/snowboarding; motorized speed events or contests; scuba diving unless PADI/NAUI certified or accompanied by a certified instructor.

Responsible Adult(s) accompanying the student is(are) expected to provide adequate supervision and ensure that students follow **ALL RULES, REGULATIONS, AND SAFETY REQUIREMENTS** when participating in any High-Risk Activities.

⇒ Complete **Sections 1 to 4** on the Travel Request/Permission Form ⇐

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).

⇒ Complete **Sections 1 to 4** on the Travel Request/Permission Form ⇐

**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 that the student must get signed in advance of the planned activity.

Other Travel

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 Within the Local Community**, 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.



TRAVEL REQUEST/PERMISSION FORM

SUBMIT THIS APPLICATION TO THE ISP ADMINISTRATOR AT LEAST **7 DAYS IN ADVANCE** OF YOUR DEPARTURE

1. TRIP DETAILS

Duration: ☐ Day Trip ☐ Overnight Trip
Location: ☐ Within Canada ☐ Outside of Canada
Destination: _____ Destination: _____
Supervision: ☐ With Homestay Parents ☐ Without Homestay Parents

2. COMPLETE THE FOLLOWING INFORMATION

Student Name: _____ Date of Application: _____

Student Cell Number: _____

Name of Responsible Adult(s) you are traveling with: _____ Age(s): _____

RESPONSIBLE ADULT(S) MUST BE 25 YEARS OF AGE OR OLDER

Responsible Adult's Cell Number: _____ How do you know this adult? _____

Leaving Chilliwack on: _____ Returning on: _____

Purpose for this trip. Please be specific and outline any planned high-risk activities:

Transportation:

☐ Bus ☐ Car (Owner): _____ ☐ Other: _____

☐ Airplane (Flight Number): _____ Departure: _____ Arrival: _____

Accommodation (N/A for Day Trips):

☐ Private Residence

Name of Homeowner: _____

Phone #: _____

Address: _____

☐ Hotel (Students staying in a hotel must be accompanied by the responsible adult(s))

Name of Hotel: _____

Address: _____

**IN THE EVENT OF NEED FOR URGENT MEDICAL CARE, PLEASE CONTACT THE STUDENT'S CUSTODIAN,
MR. PAUL BERNARD AT 604-795-1664**

3. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)

Be advised of studyinsured Insurance Policy **Exclusion 20**:

This policy does not cover losses or expenses related in whole or in part, directly or indirectly to any of the following:

Injury resulting from participation in: professional athletics (for which you are remunerated); mountain climbing; aviation except as a fare-paying passenger on a commercial aircraft; hang gliding; sky diving; parachuting; bungee jumping; backcountry skiing/snowboarding; motorized speed events or contests; scuba diving unless PADI/NAUI certified or accompanied by a certified instructor.

The Responsible Adult(s) accompanying the student is(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: _____
