



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 and Custodial Release Waiver. The Consent Letter 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).
- Custodial Release Waiver
- Apply for a Travel Visa or ESTA (if required).
- Check vaccine and Covid testing requirements for destination and return to Canada.
- Bring Passport, Study Permit, or Visa (if applicable).
- Bring StudyInsured card and BC Medical Services Plan Card (if enrolled).

⇒ Complete **Sections 1 to 4 AND Custodial Release Waiver** 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
Catherine Freimark, Homestay Manager - catherine_freimark@sd33.bc.ca



TRAVEL REQUEST/PERMISSION FORM

SUBMIT THIS APPLICATION AT LEAST **7 DAYS IN ADVANCE** OF YOUR DEPARTURE.

1. TRIP DETAILS

Duration:	<input type="checkbox"/> Day Trip	<input type="checkbox"/> Overnight Trip
Location:	<input type="checkbox"/> Within Canada	<input type="checkbox"/> Outside of Canada
	Destination: _____	Destination: _____
Supervision:	<input type="checkbox"/> With Homestay Parents	<input type="checkbox"/> 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 AN EMERGENCY, PLEASE CONTACT THE 24/7 EMERGENCY LINE AT 604-997-0793

3. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)

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

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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 Carol Bond, ISP Administrative Assistant, at: carol_bond@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: _____



CUSTODIAL RELEASE WAIVER

(Travel Outside of Canada)

This form is for you to provide your acknowledgement that upon your child's departure from Canada, and until their return, the Chilliwack School District and its employees will not take responsibility for the safety or welfare of your child as we cannot take on Custodial Duties during their time outside of Canada.

You are acknowledging that you understand and agree to the following:

- That the Chilliwack School District will not be legally responsible for your child's safety and wellbeing during their time outside of Canada.
- To release the Chilliwack School District and its employees, agents, directors, and attorneys from any and all liability, damages, or injuries incurred by your child during the dates they are outside of the country.
- To indemnify and hold harmless the Chilliwack School District, its employees, agents, directors, attorneys, and insurers from any and all claims, expenses, and attorney fees arising in connection with any damage or injury to your child during the dates they are outside of the country.
- That your child will be outside of Canada during the period _____ to _____, and during this time the district cannot fulfil their custodial obligated duties.

_____ will be staying with the following trusted adult during their trip:
Student's name

Adult's Name: _____

Adult's address and phone number: _____

Adult's nationality and Passport number: _____

Signature(s) of adult(s) acknowledging their duty of care

Printed name(s) of Natural Parent(s)

Date

Signature(s) of Natural Parent(s)