

Travel Policies

Travel with Natural Parents

- Email homestay coordinator with details regarding dates, destination and contact information.

Travel with Host Family

- In BC – Host Family must email the homestay coordinator with details of any overnight trips including dates, destination and contact information.
- Outside of BC or Canada – **Travel Request Form** *must* be completed with the signature of the natural parents and must be submitted to Homestay Coordinator at least two weeks before departure or a scheduled school break. *(If flights are involved, please ensure that the flight itinerary is included in the Travel Request.)*

If a planned trip is requested outside of natural school breaks, please seek prior approval.

Travel with Supervision OTHER than Host Family or Natural Parents

- a.) Travel with SD23 Staff – i.e. School Field Trips - **Travel Request Form** must be completed with the signature of the natural parents and must be submitted to Homestay Coordinator at least two weeks before departure or a scheduled school break.
- b.) Travel with Immediate Family Member (over age of 25) - **Travel Request Form** must be completed with the signature of the natural parents and must be submitted to Homestay Coordinator at least two weeks before departure or a scheduled school break.
- c.) **Other: Subject to Program Approval. In the interest of safety, approval for requests are at the sole discretion of the International Office. Please do not make any travel arrangements without prior approval.**

Details of supervision must be confirmed with homestay coordinator. Once the request has been received, it will be reviewed and you will be notified with a final decision.

Travel Request Form must be completed with the signature of the natural parents and must be submitted to Homestay Coordinator at least two weeks before departure or a scheduled school break.

For Travel Request Forms and information, please visit website: www.international.sd23.bc.ca

PLEASE NOTE: In the interest of safety, any discrepancy will be the sole decision of the SD23 District Principal - International Education or Designate