

# FIELD STUDY TRIP INFORMATION FORM

**Complete this form when participating in school field study or trip.**

This Trip Information Form must be submitted **1 week** prior to departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
*First Last dd/mm/yyyy*

Host Family Name: \_\_\_\_\_ School: \_\_\_\_\_  
*First Last*

## Travelling for field study or trip through school

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Class, team, or club travelling with: \_\_\_\_\_

Teacher supervisor (listed on field study form): \_\_\_\_\_

The Level of Field Study (*this can be found on the permission form provided by the teacher*)

Level 1     Level 2     Level 3                       Level 4     Level 5  
*Homestay parent can sign permission form                      International Education Administrator signs permission form*

### Describe the purpose or reason for the trip and the planned activities

### Trip Details

**Destination details:** \_\_\_\_\_

**Transportation details:** \_\_\_\_\_

**Accommodations details:** \_\_\_\_\_  
*If away overnight*

*As the HOMESTAY PARENT, I am aware of the trip outlined above and on the Field Study form provided by the school.*

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

Printed Name: \_\_\_\_\_

## Field Study Levels

The level of Field Study is indicated on the top of the permission form sent home by the teacher. Further information and questions about field studies can be directed to the International Teacher at the school, or Homestay Coordinator.

### Permission Form Signature: Homestay parent

#### Level 1 (*REGIONAL, LOW RISK DAY STUDIES*)

**Examples:** Parks, farms, museums, concerts, plays, sporting events, water slides, indoor climbing, City Hall, swimming in supervised pools with certified lifeguards such as Parkinson Recreation Centre pool and other municipal pools.

#### Level 2 (*PROVINCIAL, OVERNIGHT STUDIES*)

**Examples:** Overnight sports tournaments or games, overnight field studies, e.g. Aquarium, Science World, band retreats, music tours, overnight stays in school gymnasiums or libraries, retreats that do not involve outdoor adventure activities within BC.

#### Level 3 (*PROVINCIAL, MEDIUM-RISK STUDIES*)

**Examples:** Ice skating, road cycling, mountain biking (no extreme riding), cross country skiing within controlled ski areas, downhill skiing and snowboarding (as per guidelines specified in Policy 525R), swimming within designated swim areas at local beaches in the presence of a qualified lifeguard, Learn to Sail and other similar sailing lessons at approved facilities with certified instructors; introduction to canoeing and kayaking with a qualified instructor on local lakes; dragon boating with an approved trainer on local lakes.

### Permission Form Signature: International Education Administrator

#### Level 4 (*PROVINCIAL, OUTDOOR ADVENTURE*)

**Examples:** Adventure hiking, canoeing, kayaking, retreats which involve outdoor activities, swimming in natural settings with certified lifeguards, wilderness orienteering, camping, rock climbing (top rope).

#### Level 5 (*OUT OF PROVINCE*)

Any field study for any length of time which takes place outside the Province of British Columbia (including international travel).

*Refer to district Policies 525, 525R, and 525A for further information about field studies.*

# TRAVEL INFORMATION FORM

**Complete this form when travelling with homestay parents or natural parents within British Columbia**

This Travel Information Form must be submitted **1 week** before departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
First Last dd/mm/yyyy

Homestay Family: \_\_\_\_\_ School: \_\_\_\_\_  
First Last

## Travel within British Columbia

(Outside of Central Okanagan school zone but within British Columbia with homestay or natural parent)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

List the name and contact for ALL homestay parents or natural parents the student will be travelling with.

Full Name of homestay parent(s) or natural parent(s)	Parent Phone Number

### Briefly describe the purpose or reason for the trip and planned activities

### Accommodation *List accommodation for the trip.*

Date		✓	Type	Details
To:	From:		Private Residence	Name (if hotel):
			Hotel	Address:
			Other	Phone:

### Transportation Type *Check all that apply.*

\_\_\_\_\_ Aircraft..... *List details of flight on the next page.*

\_\_\_\_\_ Commercial Vehicle..... Company details: \_\_\_\_\_

\_\_\_\_\_ Private Vehicle..... Vehicle owner: \_\_\_\_\_

\_\_\_\_\_ Other..... Details: \_\_\_\_\_

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from <b>KELOWNA</b> to: _____ on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

**Flight 2 (connecting flight to destination)**

From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport (FINAL destination)</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List ANY connecting flights for the RETURN trip in the space(s) below.**

**Flight 3 (connecting flight from trip destination)**

From: _____ to: _____ on: _____ <i>FINAL Destination city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: _____ to <b>KELOWNA</b> on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**Will the student participate in any of the following activities during the trip?** Check ANY that apply.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aerial gymnastics     | <input type="checkbox"/> Archery                       | <input type="checkbox"/> Canoeing              |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Hot air ballooning (tethered) | <input type="checkbox"/> Kayaking              |
| <input type="checkbox"/> Rock/wall climbing    | <input type="checkbox"/> Rodeo                         | <input type="checkbox"/> Scuba Diving          |
| <input type="checkbox"/> Skiing                | <input type="checkbox"/> Snowboarding                  | <input type="checkbox"/> Stage fighting        |
| <input type="checkbox"/> Swimming (open water) | <input type="checkbox"/> Trail (Horse) Riding          | <input type="checkbox"/> Tubing or tobogganing |
| <input type="checkbox"/> Whitewater rafting    | <input type="checkbox"/> Zip lining                    |  |

The above activities are listed as restricted activities in district Policy 525A. If the student is hoping to participate in these, or other activities listed in **Policy 525A**, please consult with International Education Program staff prior to submitting this form.

**Note:** International students are not permitted to drive any type of motorized vehicle (car, motorcycle, boat, watercraft, etc.).

**Any additional notes regarding this Travel Request**

*As the HOMESTAY PARENT, I am aware of the travel plans outlined on this Travel Request Form.*

Homestay Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

*As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form.*

Natural Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request status		<b>Approved</b>		<b>Pending</b>		<b>Denied</b>
Agent contacted		<b>YES</b>		<b>NO</b>		
School contacted		<b>YES</b>		<b>NO</b>		<b>Not Applicable</b>
Travel details confirmed (all flights, addresses, etc.)		<b>YES</b>				
Input in Student File in True North		<b>YES</b>		<b>NO</b>		
International Education Program staff	<b>Signature:</b> _____			<b>Date:</b> _____		

# TRAVEL REQUEST FORM

**Complete this form when travelling with homestay parent or natural parent within Canada but outside B.C.**

This Travel Information Form must be submitted **2 weeks** before departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
*First Last dd/mm/yyyy*

Homestay Family: \_\_\_\_\_ School: \_\_\_\_\_  
*First Last*

## Travel within Canada

(Outside of British Columbia but within Canada with homestay parent or natural parent)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

List the name and contact for ALL homestay parents or natural parents the student will be travelling with.

Full Name of homestay parent(s) or natural parent(s)	Parent Phone Number

**Briefly describe the purpose or reason for the trip and planned activities**

**Accommodation** List accommodation for the trip.

Date		✓	Type	Details
To:	From:		Private Residence	Name (if hotel):
			Hotel	Address:
			Other	Phone:

**Transportation Type** Check all that apply.

- Aircraft..... List details of flight on the next page.
- Commercial Vehicle..... Company details: \_\_\_\_\_
- Private Vehicle..... Vehicle owner: \_\_\_\_\_
- Other..... Details: \_\_\_\_\_

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from <b>KELOWNA</b> to: _____	on: _____	at: _____
<small>City or airport</small>	<small>DD/MM/YYYY</small>	<small>Departure time</small>
arriving: _____	on flight: _____	
<small>Arrival time</small>	<small>Airline</small>	<small>Flight Number</small>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

**Flight 2 (connecting flight to destination)**

From: _____	to: _____	on: _____
<small>Departure city or airport</small>	<small>Arrival city or airport (FINAL destination)</small>	<small>DD/MM/YYYY</small>
Leaving at: _____	on flight: _____	arriving at: _____
<small>Departure time</small>	<small>Airline</small> <small>Flight Number</small>	<small>Arrival time</small>

**List ANY connecting flights for the RETURN trip in the space(s) below.**

**Flight 3 (connecting flight from trip destination)**

From: _____	to: _____	on: _____
<small>FINAL Destination city or airport</small>	<small>Arrival city or airport</small>	<small>DD/MM/YYYY</small>
Leaving at: _____	on flight: _____	arriving at: _____
<small>Departure time</small>	<small>Airline</small> <small>Flight Number</small>	<small>Arrival time</small>

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: _____	to <b>KELOWNA</b> on: _____	at: _____
<small>City or airport</small>	<small>DD/MM/YYYY</small>	<small>Departure time</small>
arriving: _____	on flight: _____	
<small>Arrival time</small>	<small>Airline</small>	<small>Flight Number</small>

**Will the student participate in any of the following activities during the trip?** *Check ANY that apply.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aerial gymnastics     | <input type="checkbox"/> Archery                       | <input type="checkbox"/> Canoeing              |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Hot air ballooning (tethered) | <input type="checkbox"/> Kayaking              |
| <input type="checkbox"/> Rock/wall climbing    | <input type="checkbox"/> Rodeo                         | <input type="checkbox"/> Scuba Diving          |
| <input type="checkbox"/> Skiing                | <input type="checkbox"/> Snowboarding                  | <input type="checkbox"/> Stage fighting        |
| <input type="checkbox"/> Swimming (open water) | <input type="checkbox"/> Trail (Horse) Riding          | <input type="checkbox"/> Tubing or tobogganing |
| <input type="checkbox"/> Whitewater rafting    | <input type="checkbox"/> Zip lining                    |  |

*The above activities are listed as restricted activities in district Policy 525A. If the student is hoping to participate in these, or other activities listed in **Policy 525A**, please consult with International Education Program staff prior to submitting this form.*

**Note:** International students are not permitted to drive any type of motorized vehicle (car, motorcycle, boat, watercraft, etc.).

**Any additional notes regarding this Travel Request**

*As the HOMESTAY PARENT, I am aware of the travel plans outlined on this Travel Request Form.*

Homestay Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

*As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form.*

Natural Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request status		<b>Approved</b>		<b>Pending</b>		<b>Denied</b>
Agent contacted		<b>YES</b>		<b>NO</b>		
School contacted		<b>YES</b>		<b>NO</b>		<b>Not Applicable</b>
Travel details confirmed (all flights, addresses, etc.)		<b>YES</b>				
Input in Student File in True North		<b>YES</b>		<b>NO</b>		
International Education Program staff	<b>Signature:</b> _____			<b>Date:</b> _____		



# TRAVEL REQUEST FORM

Complete this form when travelling **WITH** host parents or natural parents outside Canada.

This Travel Request Form must be submitted **2 weeks** before departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
First Last dd/mm/yyyy

Homestay Family: \_\_\_\_\_ School: \_\_\_\_\_  
First Last

## Travel outside Canada

(Outside of Canada with homestay parent or natural parent)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

List the name and contact for ALL homestay parents or natural parents the student will be travelling with.

Full Name of homestay parent(s) or natural parent(s)	Parent Phone Number

Briefly describe the purpose or reason for the trip and planned activities

### Accommodation *List accommodation for the trip.*

Date		✓	Type	Details
To:	From:		Private Residence	Name (if hotel):
			Hotel	Address:
			Other	Phone:

### Transportation Type *Check all that apply.*

- \_\_\_ Aircraft..... *List details of flight on the next page.*
- \_\_\_ Commercial Vehicle..... Company details: \_\_\_\_\_
- \_\_\_ Private Vehicle..... Vehicle owner: \_\_\_\_\_
- \_\_\_ Other..... Details: \_\_\_\_\_

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from <b>KELOWNA</b> to: _____ on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

**Flight 2 (connecting flight to destination)**

From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport (FINAL destination)</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List ANY connecting flights for the RETURN trip in the space(s) below.**

**Flight 3 (connecting flight from trip destination)**

From: _____ to: _____ on: _____ <i>FINAL Destination city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: _____ to <b>KELOWNA</b> on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**Will the student participate in any of the following activities during the trip?** Check ANY that apply.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aerial gymnastics     | <input type="checkbox"/> Archery                       | <input type="checkbox"/> Canoeing              |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Hot air ballooning (tethered) | <input type="checkbox"/> Kayaking              |
| <input type="checkbox"/> Rock/wall climbing    | <input type="checkbox"/> Rodeo                         | <input type="checkbox"/> Scuba Diving          |
| <input type="checkbox"/> Skiing                | <input type="checkbox"/> Snowboarding                  | <input type="checkbox"/> Stage fighting        |
| <input type="checkbox"/> Swimming (open water) | <input type="checkbox"/> Trail (Horse) Riding          | <input type="checkbox"/> Tubing or tobogganing |
| <input type="checkbox"/> Whitewater rafting    | <input type="checkbox"/> Zip lining                    |  |

The above activities are listed as restricted activities in district Policy 525A. If the student is hoping to participate in these, or other activities listed in **Policy 525A**, please consult with International Education Program staff prior to submitting this form.

**Note:** International students are not permitted to drive any type of motorized vehicle (vehicle, motorcycle, boat, or watercraft, etc.).

**Any additional notes regarding this Travel Request**

*As the HOMESTAY PARENT, I am aware of the travel plans outlined on this Travel Request Form.*

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

Printed Name: \_\_\_\_\_

*As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form. I have reviewed the itinerary, and I will ensure that my child has the necessary Visa(s), valid Study Permit, and documentation required for this travel.*

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

Printed Name: \_\_\_\_\_

***Out of Canada travel for international students requires specific documentation to be provided for re-entry into Canada.***

FOR OFFICE USE ONLY					
Request status		Approved		Pending	Denied
Agent contacted		YES		NO	
School contacted		YES		NO	Not Applicable
Travel details confirmed (all flights, addresses, etc.)		YES			
Immigration Letter required		YES		NO	
Immigration Letter issued		YES		Date issued:	
Input in Student File in True North		YES		NO	
International Education Program staff	Signature: _____			Date: _____	

# TRAVEL INFORMATION FORM

Complete this form when travelling alone to meet natural parents.

This Travel Information Form must be submitted **2 weeks** prior to departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
First Last dd/mm/yyyy

Host Family Name: \_\_\_\_\_ School: \_\_\_\_\_  
First Last

**Travelling alone to meet natural parents**  
 (Outside of the Central Okanagan Public School zone)

**Travelling alone to meet natural parents:**  At home  In Canada  Outside of Canada  
(not home country)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

List the name and contact for natural parents the student will be meeting.

Full Name of host parent(s) or natural parent(s)	Parent Phone Number

**Describe the purpose or reason for the trip and planned activities**

**Accommodation** *List accommodation for the trip.*

Date		✓ Type	Details
To:	From:	Private Residence	Name (if hotel):
		Hotel	Address:
		Other	Phone:

**Transportation Type** *Check all that apply.*

- Aircraft..... *List details of flight on the next page.*
- Commercial Vehicle..... Company details: \_\_\_\_\_
- Private Vehicle..... Vehicle owner: \_\_\_\_\_
- Other..... Details: \_\_\_\_\_

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from <b>KELOWNA</b> to: _____ on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

### Flight 2 (connecting flight to destination)

From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport (FINAL destination)</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List ANY connecting flights for the RETURN trip in the space(s) below.**

### Flight 3 (connecting flight from trip destination)

From: _____ to: _____ on: _____ <i>Destination city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: _____ to <b>KELOWNA</b> on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

As the **HOMESTAY PARENT**, I am aware of the travel plans outlined on this Travel Request Form.

Homestay Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

As the **NATURAL PARENT**, I acknowledge that the travel plans listed on this form are accurate and complete. I have reviewed the itinerary, and I will ensure that my child has the necessary Visa(s), valid Study Permit, and documentation required for this travel.

I confirm that I will arrive at the indicated destination **PRIOR** to my child arriving.

Natural Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

# TRAVEL REQUEST FORM

**Complete this form when requesting to travel with an adult supervisor (at least 25 years of age) other than host parent, natural parent, or district staff.**

This Travel Request Form must be submitted **2 weeks** before departure date.

*It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.*

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
First Last dd/mm/yyyy

Host Family Name: \_\_\_\_\_ School: \_\_\_\_\_  
First Last

**Travel with SUPERVISOR other than host parent, natural parent, or district staff**

(Any travel with a supervisor who is not homestay parent, natural parent, or district staff)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**The student intends to travel:**

\_\_\_ With Supervisor the entire trip    \_\_\_ Alone (to and from) but will meet the supervisor at the destination

**Information about the supervisor the student will be travelling with.**

*Please note that the adult supervisor must be at least 25 years of age.*

Supervisor Information	
Full Name of Supervisor	Supervisor Phone Number (on trip)
Relationship to student	Date of Birth

*I understand that the above-listed supervisor has NOT undergone the regular processes and checks of the Central Okanagan International Education Program.*

*I give permission for my child to be supervised by the above-listed individual during the travel plans outlined on this Travel Request Form.*

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

Printed Name: \_\_\_\_\_

**Approval of Travel Requests are at the discretion of Central Okanagan International Program staff**

**Describe the purpose or reason for the trip and planned activities**

**Intended Travel Details**

It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.

**Intended Transportation Type** *Check all that apply.*

\_\_\_\_ Aircraft..... *List details of flight on the next page.*

\_\_\_\_ Commercial Vehicle..... Company details: \_\_\_\_\_

\_\_\_\_ Private Vehicle..... Vehicle owner: \_\_\_\_\_

\_\_\_\_ Other..... Details: \_\_\_\_\_

**Intended Flight Information**

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from **KELOWNA** to: \_\_\_\_\_ on: \_\_\_\_\_ at: \_\_\_\_\_  
City or airport DD/MM/YYYY Departure time

arriving: \_\_\_\_\_ on flight: \_\_\_\_\_  
Arrival time Airline Flight Number

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

*Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).*

**Flight 2 (connecting flight to destination)**

From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_  
Departure city or airport Arrival city or airport (FINAL destination) DD/MM/YYYY

Leaving at: \_\_\_\_\_ on flight: \_\_\_\_\_ arriving at: \_\_\_\_\_  
Departure time Airline Flight Number Arrival time

**List ANY connecting flights for the RETURN trip in the space(s) below.**

**Flight 3 (connecting flight from trip destination)**

From: \_\_\_\_\_ to: \_\_\_\_\_ on: \_\_\_\_\_  
FINAL Destination city or airport Arrival city or airport DD/MM/YYYY

Leaving at: \_\_\_\_\_ on flight: \_\_\_\_\_ arriving at: \_\_\_\_\_  
Departure time Airline Flight Number Arrival time

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: \_\_\_\_\_ to **KELOWNA** on: \_\_\_\_\_ at: \_\_\_\_\_  
City or airport DD/MM/YYYY Departure time

arriving: \_\_\_\_\_ on flight: \_\_\_\_\_  
Arrival time Airline Flight Number

**Intended Travel Details (cont.)**

It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.

**Intended Accommodation** *List accommodation for the trip.*

Date		✓	Type	Details
To:	From:		Private Residence	Name (if hotel):
			Hotel	Address:
			Other	Phone:

**Will the student participate in any of the following activities during the trip?** *Check ANY that apply.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aerial gymnastics     | <input type="checkbox"/> Archery                       | <input type="checkbox"/> Canoeing              |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Hot air ballooning (tethered) | <input type="checkbox"/> Kayaking              |
| <input type="checkbox"/> Rock/wall climbing    | <input type="checkbox"/> Rodeo                         | <input type="checkbox"/> Scuba Diving          |
| <input type="checkbox"/> Skiing                | <input type="checkbox"/> Snowboarding                  | <input type="checkbox"/> Stage fighting        |
| <input type="checkbox"/> Swimming (open water) | <input type="checkbox"/> Trail (Horse) Riding          | <input type="checkbox"/> Tubing or tobogganing |
| <input type="checkbox"/> Whitewater rafting    | <input type="checkbox"/> Zip lining                    |  |

*The above activities are listed as restricted activities in district Policy 525A. If the student is hoping to participate in these, or other activities listed in Policy 525A, please consult with International Education Program staff prior to submitting this form.*

**Note:** International students are not permitted to drive any type of motorized vehicle (car, motorcycle, boat, watercraft, etc.).

**Any additional notes regarding this Travel Request**

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*As the HOST PARENT, I acknowledge that I am aware of the requested travel plans outlined on this Travel Request Form and the final decision of travel requests is at the discretion of the International Education Program.*

Signature of Host Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form and with the supervisor listed. I have reviewed the itinerary, and I will ensure that my child has the necessary Visa(s), valid Study Permit, and documentation required for this travel.*

*I confirm that the adult supervisor will arrive at the destination prior to my child's arrival.*

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

Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request status		Approved		Pending		Denied
Agent contacted		YES		NO		
School contacted		YES		NO		Not Applicable
Travel details confirmed (all flights, addresses, etc.)		YES				
Immigration Letter required		YES		NO		
Immigration Letter issued		YES		Date issued:		
Input in Student File in True North		YES		NO		
International Education Program staff	Signature: _____			Date: _____		



# TRAVEL INFORMATION FORM – *Confirmed Details*

Complete this form after your travel has been approved by the International Education Program.

This Travel Request Form must be completed **no later than 1 week** before departure.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
First Last

D.O.B. \_\_\_\_\_  
DD/MM/YYYY

Host Family Name: \_\_\_\_\_  
First Last

School: \_\_\_\_\_

## Trip Details

(ALL transportation and accommodation for the trip must be indicated below)

Trip Departure Date: \_\_\_\_\_ Trip Return Date: \_\_\_\_\_

### Accommodation *List ALL accommodation for the trip.*

Date		✓ Type	Details
To:	From:	Private Residence	Name (if hotel):
		Hotel	Address:
		Other	Phone:
To:	From:	Private Residence	Name (if hotel):
		Hotel	Address:
		Other	Phone:

### Transportation Type *Check ALL that apply.*

\_\_\_ Aircraft..... *List details of flight on the next page.*

\_\_\_ Commercial Vehicle..... Company details: \_\_\_\_\_

\_\_\_ Private Vehicle..... Vehicle owner: \_\_\_\_\_

\_\_\_ Other..... Details: \_\_\_\_\_

*As the HOST PARENT, I acknowledge that I am aware of the final travel details outlined on this form.*

Signature of Host Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### FOR OFFICE USE ONLY

Travel details confirmed (all flights, addresses, etc.)		YES	
Immigration Letter required		YES	NO
Immigration Letter issued		YES	Date issued: _____
Input in Student File in True North		YES	NO
International Education Program staff	Signature: _____		Date: _____

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

List the flight information for TRAVEL TO DESTINATION.

Departure from <b>KELOWNA</b> to: _____ on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

<b>Flight 2 (connecting flight)</b>		
From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>		
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>		
<b>Flight 3 (to destination)</b>		
From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport (FINAL destination)</i> <i>DD/MM/YYYY</i>		
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>		
<b>List ANY connecting flights for the RETURN trip in the space(s) below.</b>		
<b>Flight 4 (from trip destination)</b>		
From: _____ to: _____ on: _____ <i>Destination city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>		
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>		
<b>Flight 5 (connecting flight)</b>		
From: _____ to: _____ on: _____ <i>Departure city or airport</i> <i>Arrival city or airport</i> <i>DD/MM/YYYY</i>		
Leaving at: _____ on flight: _____ arriving at: _____ <i>Departure time</i> <i>Airline</i> <i>Flight Number</i> <i>Arrival time</i>		

List the information for the (final) flight on which the student will RETURN TO KELOWNA.

Departure from: _____ to <b>KELOWNA</b> on: _____ at: _____ <i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i>
arriving: _____ on flight: _____ <i>Arrival time</i> <i>Airline</i> <i>Flight Number</i>