TRAVEL REQUEST FORM

Complete this form when travelling WITH host parents or natural parents <u>outside Canada.</u>

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 **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*

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

_____ Aerial gymnastics	_____ Archery	_____ Canoeing
_____ Fencing	_____ Hot air ballooning (tethered)	_____ Kayaking
_____ Rock/wall climbing	_____ Rodeo	_____ Scuba Diving
_____ Skiing	_____ Snowboarding	_____ Stage fighting
_____ Swimming (open water)	_____ Trail (Horse) Riding	_____ Tubing or tobogganing
_____ Whitewater rafting	_____ 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.*

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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:**		