

## **Travel Request Form**

- ❖ All International students enrolled in SD40 must complete this form and provide it to the international education office staff to be kept on file when planning an overnight (or longer) trip outside of the Metro Vancouver area.
- ❖ **OR** when traveling with the Host Family or school for a trip of longer than overnight or a long weekend outside of Metro Vancouver.
- ❖ Students traveling outside of British Columbia and or Canada must have signed written parental permission clearly stating they are aware of where the student is traveling to and for how long. (See example).
- ❖ Students traveling outside of Canada may need to provide proof of arrival and departure. This may be found on their Study Permit, stamped in their passport or a copy of their boarding passes.
- ❖ Students must also have host family and International Education Program signatures prior to undertaking travel.

### **Student Contact Information**

***Please Print Clearly***

Student Name: \_\_\_\_\_

Parent Name  
& email Address: \_\_\_\_\_

Host Family Name  
& Number: \_\_\_\_\_

### **Trip Itinerary**

***Please Print Clearly***

Departure Date & Time: \_\_\_\_\_

Destination:  
(City & Country) \_\_\_\_\_

Method of Travel: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Traveling With:  
(Names) \_\_\_\_\_

Return Date  
& time:

\_\_\_\_\_

**Destination Contact**

***Please Print Clearly***

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Numbers:

\_\_\_\_\_

Other:

Describe any other travel plans varying from those mentioned on page one. Use a separate piece of paper if necessary. Please include the contact information. Use a separate sheet of paper and attach it to this form.

**Approval**

International Education Office Program

\_\_\_\_\_ Date: \_\_\_\_\_

Host Family

\_\_\_\_\_ Date: \_\_\_\_\_

**Example Parental Permission Letter**

I, Ron Smith give my permission for my son John Smith to travel to Seattle in the United States with his host family on September 25<sup>th</sup> and returning to Canada on September 26<sup>th</sup>. (Parents must sign this message and fax it to our office).

***Thank you for your cooperation.  
Your safety is our number one concern.***

**Waiver**

**Student safety and security is a high priority for the New Westminster School District. However, the New Westminster School District and its employees do not assume responsibility for any travel both authorized *and* unauthorized while the student is enrolled in the New Westminster School District.**

**Students may travel by themselves by commercial airline during holiday time (winter, spring and summer vacation) between families who have been identified to the staff of the international education program.**

**Students undertaking travel outside of the Metro-Vancouver where New Westminster is located, including the United States must do so under the supervision of a host family member who is at least 25 years of age and a Canadian citizen or landed immigrant.**

**As a condition of travel students must first complete a travel authorization form with host family and International Education staff permission signatures. A faxed letter of permission from the student's natural parents must be received and attached to the permission form.**

**The parents waive and release from liability the Board of Education of School District Number 40 New Westminster, including its trustees, employees, officers, servants and agents from any and all claims, demands or suits for any injury, loss, damage or expense that the student may experience resulting from travel outside of school related activities including those undertaken by host families within and outside of Canada.**

\_\_\_\_\_  
**Parental Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Name (please print)**