



Student Name - First: _____ **Last:** _____

Date of Birth: Month _____ Day _____ Year _____ Cell Phone: _____

Homestay: Name: _____ Em: _____

Travel: Month _____ Day _____ Year _____ >>> Month _____ Day _____ Year _____

Purpose of Trip: _____ Destination(s): _____

Hotel / Address: _____ **With homestay?** _____

Travel Method: Homestay Car ____ / Bus ____ / Airplane ____ / Other: _____

Car - Departure Time (from Vernon): _____ Return Time (to Vernon): _____

Bus - TO: Departure Time: _____ Location: _____ / Arrival Time: _____ Location: _____

BACK: Departure Time: _____ Location: _____ / Arrival Time: _____ Location: _____

Air - Flight 1: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 2: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 3: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 4: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 5: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 6: From _____ to _____ Flight #: _____ Departure Time: _____

Other: _____

Supervising Adult: MUST be 25-yrs-old and email copy of Photo ID (unless on file with International)

Legal Name: _____ Relationship to Student: _____

Address: _____ Ph: _____

Email: _____ *(Must speak in English on phone call)*

Alternate Adult Contact Name: _____ Ph: _____

Name Other Individuals on Trip: 1) _____ 2) _____

3) _____ 4) _____ 5) _____

Signatures - MUST be signed by persons named below (students CANNOT sign for natural parents):

Homestay - Name: _____ Sign: _____ Date: _____

1) Homestay has informed natural parent of trip ____ 2) Homestay will report vacation dates to school ____

Natural Parent: _____ * Sign: _____ * Date: _____ *

**not required if travelling with homestay parent for entire trip (i.e. homestay is named as supervising adult)*

School Coordinator: _____ Sign: _____ Date: _____

Program Approval: _____ Sign: _____ Date: _____

International Student - Travel Authorization

Note: This page does not need to be submitted with the travel form, but instructions must be followed

International Program Students **MUST** submit this form at least 10 days **BEFORE** departure date if they are on an overnight or multi-day trip outside of the Vernon Area (whether with homestay or supervising adult).

According to our policy, students must inform the program in advance if they are leaving Vernon for more than one day. We need to know where they are going, and they must be under the care of a responsible adult or travelling directly to meet a responsible adult at their destination. For this reason, we do not allow students to stay on their own in a hotel, resort, vacation rental, dormitory, etc. However, if students travel with a homestay parent or an adult **(25-years-old or older and approved by natural family)** agrees to be responsible for them for the duration of their time away, the student may be allowed to travel after they have received approval from the Vernon International Student Program. Students must stay at the same hotel or residential address of the responsible adult overnight and remain in contact during the day.

We require the following process **every time** students ask to travel overnight outside of the Vernon area (including travel back to the student's home country or travel with natural parents during the school year):

1. The student, homestay, and natural family (if not travelling with homestay parent) must complete and sign the Vernon International Student Program - Travel Form (see reverse) and give it to the student's School Coordinator at least **10 days before departure** (via email or paper copy). Coordinators will check the form, sign it, and forward it as a PDF to the International Principal or designate for approval.
2. Forms must be filled online or neatly in pen with full details. Incomplete forms will not be processed.
3. The named responsible adult must be the homestay parent, the student's natural parent, or another **responsible adult at least 25 years of age** who has been approved by the natural parents. Please provide a current address and cell phone number for the adult and an alternate emergency contact who travelling with the student or is in frequent contact with the responsible adult. If travelling back to the home country, the responsible adult will usually be the natural parents (please state relationship).
4. If you are not travelling with your homestay or to meet your natural parents, we will contact the named supervising adult to confirm travel plans and review program rules. They must be able to communicate in English and be willing to provide current Photo ID or other proof of identity that can be kept on file.
5. If you have questions, ask your homestay or go to the International Coordinator at your school for help
6. Students must **NOT** purchase tickets or book any travel until they have received direct approval from the International Program. Once the form has been approved and signed by the International Principal or designate, a PDF will be sent by email to the "student@sd22.bc.ca" email address (check regularly), the homestay email address, and the student's School Coordinator and Homestay Coordinator.
7. Students that fail to follow this process and leave the district overnight without prior written permission will be subject to disciplinary action, up to and including removal from the International Program.
8. Trips requiring long absence from school will **NOT** be approved (attendance/progress also considered).



Vernon International
Student Program

Travel Form - Give to School Coordinator 10 days BEFORE Departure

Student Name - First: Alex Jordan **Last:** Lopez Wang

Date of Birth: Month 1 2 Day 2 5 Year 2 0 1 0 Cell Phone: 250 250 250X

Homestay: Name: Robin Smith Em: example@email.com

Travel: Month 0 4 Day 0 1 Year 2 0 2 5 >>> Month 0 4 Day 0 4 Year 2 0 2 5

Purpose of Trip: HOLIDAY / TOURISM Destination(s): HONOLULU, HAWAII, USA

Hotel / Address: BEST HOTEL - 323 PALM STREET, HONOLULU, HAWAII, USA 12345 **With homestay?** ☐

Travel Method: Homestay ☐ Car ☐ Bus ☐ Airplane ☒ / Other: _____

Car - Departure Time (from Vernon): _____ Return Time (to Vernon): _____

Bus - TO: Departure Time: _____ Location: _____ / Arrival Time: _____ Location: _____

BACK: Departure Time: _____ Location: _____ / Arrival Time: _____ Location: _____

Air - Flight 1: From KELOWNA to VANCOUVER Flight #: AP121 Departure Time: 14:21

- Flight 2: From VANCOUVER to HONOLULU Flight #: AP343 Departure Time: 03:59

- Flight 3: From HONOLULU to VANCOUVER Flight #: AP344 Departure Time: 16:37

- Flight 4: From VANCOUVER to KELOWNA Flight #: AP122 Departure Time: 23:12

- Flight 5: From _____ to _____ Flight #: _____ Departure Time: _____

- Flight 6: From _____ to _____ Flight #: _____ Departure Time: _____

Other: _____

Supervising Adult: MUST be 25-yrs-old and email copy of Photo ID (unless on file with International)

Legal Name: Kelly Lopez Wang Relationship to Student: Parent

Address: 787 Opera Ave - Sidney, NSW, Australia Ph: +1 778 778 778X

Email: example@email.com **(Must speak in English on phone call)**

Alternate Adult Contact Name: Bobby Lopez Wang Ph: +1 236 236 236X

Name Other Individuals on Trip: 1) Sam Lopez Wang 2) Don Lopez Wang

3) _____ 4) _____ 5) _____

Signatures - MUST be signed by persons named below (students CANNOT sign for natural parents):

Homestay - Name: Robin Smith Sign: Robin Smith Date: Jan. 1 2026

1) Homestay has informed natural parent of trip ☒ 2) Homestay will report vacation dates to school ☒

Natural Parent: Kelly Lopez Wang * Sign: Kelly Lopez Wang * Date: Jan. 2 2026 *

*not required if travelling with homestay parent for entire trip (i.e. homestay is named as supervising adult)

School Coordinator: _____ Sign: _____ Date: _____

Program Approval: _____ Sign: _____ Date: _____