

Vernon International Student Program - Give to School Coordinator 10 days BEFORE Departure

Student Name - First:		Last:	
Date of Birth: Month Day _	Year	Cell Phone:	
Homestay: Name:		Em:	
<u>Travel</u> : Month Day	Year	>>> Month Da	ay Year
Purpose of Trip:	Des	tination(s):	
Hotel / Address:			With homestay?
Travel Method: Homestay Car	/ Bus/ Airp	lane / Other:	
Car - Departure Time (from Vernor	n):	Return Time (to Ve	ernon):
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-y	rs-old and ema	il copy of Photo ID (unles	s on file with International)
Legal Name:	Relationship to Student:		
Address:			
Email:		(Must s	peak 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 p	ersons named	below (students CANNO	T 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:			
*not required if travelling with hom			, - ,
School Coordinator:		Sign:	Date:
Program Approval:		Sign·	Date:



International Student - Travel Authorization

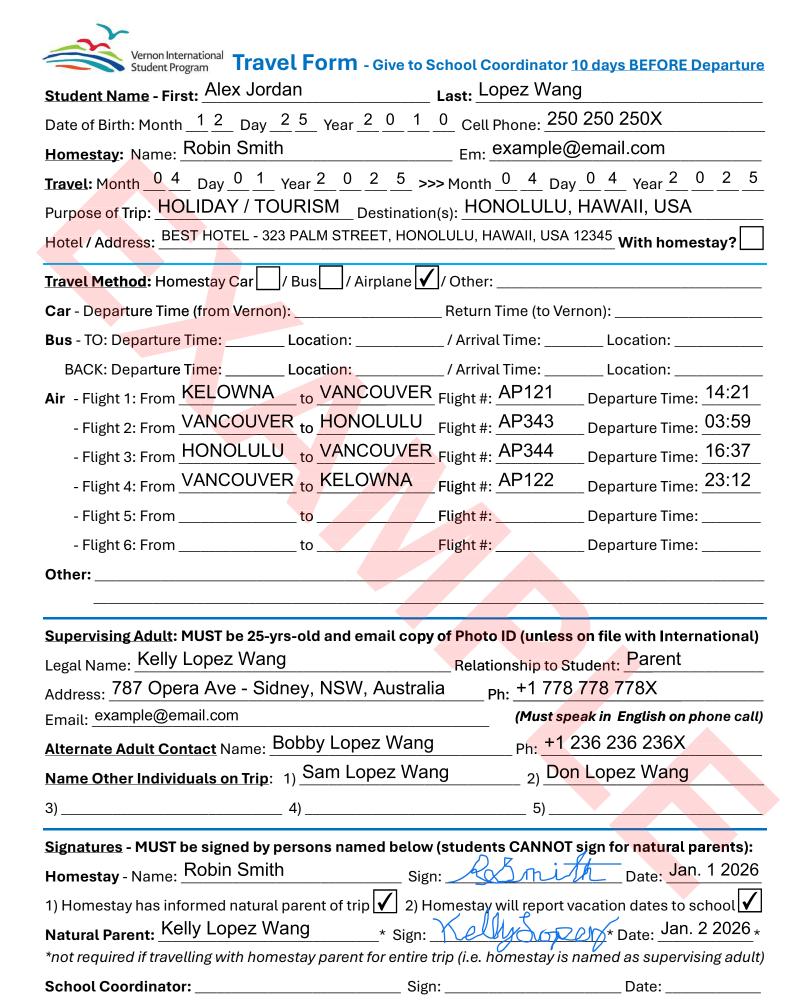
Note: This page does not need to be submitted with the travel form, but instructions must be followed

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).



Program Approval: Sign:

Date: