



## Student Travel Request Form

Please complete **five (5) working days** before your planned trip. Provide detailed information about your trip including bus, ferry, flights or name and phone number of parent taking you. Email the completed document to [international@sd72.bc.ca](mailto:international@sd72.bc.ca). An **airport transfer fee of \$100-\$260** will be charged for mid-term travel.

### This portion should be completed by the student:

Name: \_\_\_\_\_ Destination: \_\_\_\_\_

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

Visa or ESTA Required? (do you require a visa to travel?) \_\_\_\_\_

Purpose (explain the reason or the trip – be specific): \_\_\_\_\_

Travel (details including how you will travel, time and date of bus or ferry etc. Attach copies of any tickets & itineraries) Date & Time: \_\_\_\_\_

Transportation Means (Bus, Ferry, **Personal Vehicle**): \_\_\_\_\_

Accommodation / Transportation (details for where you will be staying and the adults (over 25) who will be responsible for you **and or driving you**)

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- *It is the student's responsibility to check with teachers and make up all missed schoolwork.*
- *Students who leave our school district without advance permission could be subject to discipline.*
- *Last-minute requests may not be approved.*

### This portion should be completed by the host parent:

I have spoken on the phone to the adult (25 years or older) to confirm his/her supervision, the arranged travel and the accommodation as described above: ☐ Yes ☐ No

and I approve of this travel: ☐ Yes ☐ No

Host Parent Name \_\_\_\_\_ Host Parent (Signature) \_\_\_\_\_

#### OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Approved: ☐ Yes ☐ No  
Host Parent Notified on: \_\_\_\_\_ by ☐ Email ☐ Phone Initials \_\_\_\_\_

Transfer Fee Payment Received ☐