

## ISP Travel Request Form – Accompanied Holiday Travel

This form is to be used by students enrolled in the International Student Program (ISP) who are under the age of 18 and do not live with a parent/legal guardian, where the Department of Education and Training (DET) has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to the student. This form should be used when requesting permission to travel:

- into the care of, or accompanied by a parent, legal guardian, or Department of Home Affairs (DHA)-approved relative for a holiday (local, interstate, overseas)
- accompanied by the current homestay provider, or another approved homestay provider for a holiday (local or interstate).

For other travel requests, see [\(link to other forms when they are live on PAL\)](#)

### How to complete this form

- **Sections A to G** should be completed by the student, their parent/legal guardian and homestay provider at least four weeks before the proposed travel.
- **Sections H and I** should be completed by the school within seven working days of receiving a complete *ISP Travel Request Form – Accompanied Holiday Travel*.
- The completed form, and any relevant supporting documentation (in English), should be submitted to the International Student Coordinator to maintain in the student's file as a record of the decision outcome.

### Section A: Student details

International Student ID number

Student full name

Year level

Age

Contact number while travelling

### Section B: Travel details

Description of travel request (tick relevant box)

- Travelling with a parent/legal guardian/relative       Travelling interstate/overseas into the care of a parent/legal guardian/relative
- Travelling with own homestay family       Travelling with another homestay family

**A relative is defined as brother or sister, step-parent, step-brother or step-sister, grandparent, aunt, uncle or step-grandparent, step-aunt or step-uncle of the student, who is aged 21 years or over.**

Proposed Date of Departure

Time of Departure

Proposed Date of Return

Time of Return

Travel destination

If visiting multiple destinations, please list all

Mode of transport

Air / car / train / bus

Departure flight number

If travelling by air

Return flight number

If travelling by air

#### International Education Division

Department of Education and Training

Level 28, 80 Collins St,  
Melbourne,  
Victoria 3000

Tel: +61 3 7022 1000  
Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)

[www.study.vic.gov.au](http://www.study.vic.gov.au)

**Documents attached to this form**

For travel involving flights,  
proposed itinerary must be provided

(e.g. Itinerary, brochures or programs)

If you are unaccompanied, have you been booked as an unaccompanied minor?  Yes  No  Not required

Have you discussed your travel plans with a parent and your homestay provider before submitting this form?  Yes  No

**Section C: Supervision**

Include details of parent/relative/homestay family you are travelling with:

Adult 1 Name

Adult 1 Telephone number

Adult 1 Relationship

(e.g. parent, brother, sister, uncle, another homestay family, etc)

Adult 2 Name (if applicable)

Adult 2 Telephone number

Adult 2 Relationship

(e.g. parent, brother, sister, uncle, another homestay family, etc)

**Section D: Transport and accommodation**

Will you be travelling to or from an airport alone?  Yes  No  Not applicable

If yes, please tell us how you will get to and from the airport:

Please provide a description of your proposed accommodation when travelling including the address/es (house/hotel/etc.):

**Section E: Student acknowledgement**

I acknowledge that I have discussed the travel with my parent/legal guardian and have provided accurate information on this form.

Name

Signature

Date

**Section F: Homestay provider acknowledgement**

I acknowledge that the student, named in **Section A** of this form, who currently resides with me, wishes to participate in the travel stated on this form, and that final approvals lies with the school.

Name

Signature

Date

## Section G: Parent/legal guardian agreement

I give permission for my child, named in **Section A** of this form, to travel accompanied or in the care of a direct relative as stated above.

I confirm that I have read and understood the travel requirements outlined in the [Standard Student Written Agreement](#).

Name

Signature

Date

## FOR SCHOOL USE ONLY

### Section H: International Student Coordinator recommendation

I have considered:

- the nature of the travel request and the student's suitability to undertake travel (including their age and maturity)
- the supervision arrangements, including suitability of accompanying adults
- suitability of transport and accommodation arrangements
- child safety and personal safety
- other, please specify:

**I confirm that:**

- This form is complete, and I have made all necessary enquiries to confirm the information provided.
- Any relevant supporting documentation is attached. This must include proposed itinerary and flight itinerary (if applicable)

**I recommend that:**

- This travel request be approved.
- This travel request be **declined for the following reason/s:**

Name

Signature

Date

## Section I: Principal (or delegate) approval

- I give permission for the student named on this form to participate in the travel stated above.
- I **DO NOT** give permission for the student named on this form to participate in the travel stated above. **For the following reason/s:**

Name

Signature

Date

Position (if delegate)

School