

ISP Travel Request Form – Returning Home

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, when requesting permission to return home for any reason during the student's enrolment.

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 - Returning Home*.
- 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
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Contact Number while travelling	
<input type="text"/>	<input type="text"/>	

Section B: Travel details

Departure Flight Number	Proposed Date of Departure	Time of Departure
<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel destination Please also list any layovers	<input type="text"/>	
Are you intending to return to Victoria?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please answer the below)	
Return Flight Number	Proposed Date of Return	Time of Return
<input type="text"/>	<input type="text"/>	<input type="text"/>
Documents attached to this form For travel involving flights, travel itinerary must be provided	(e.g. Itinerary, brochures or programs) <input type="text"/>	

Are you travelling unaccompanied?

- Yes** (please go to [Section D](#)) **No** (please go to [Section C](#))

If you are aged 18 and over at the time of travel, please go to **Section D**

International Education Division

Department of Education and Training

Level 28, 80 Collins St, Tel: +61 3 7022 1000

Melbourne,

Email: international@education.vic.gov.au

Victoria 3000

www.study.vic.gov.au

Section C: Supervision

I will be accompanied by a parent/relative/another adult when travelling Yes No

Please provide details below:

Adult 1 Name

Adult 1 Telephone number

Adult 1 Relationship

Adult 2 Name (if applicable)

Adult 2 Telephone number

Adult 2 Relationship

Section D: Transport and accommodation

Will you be travelling to or from an airport alone? Yes No

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 participate in the travel 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, supervision arrangements, and the student's suitability to undertake travel (including their age and maturity)
- 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.
- all relevant supporting documentation is attached. This includes proposed itinerary and flight details.

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