

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 (the department) has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to the student. This form should be used when a student is requesting permission to travel:

- into the care of a parent/legal guardian or Department of Home Affairs (DHA)-approved relative for a holiday (local, interstate, overseas)
- for a holiday locally, interstate or overseas accompanied by a parent, legal guardian, or Department of Home Affairs (DHA)-approved relative
- for a holiday locally or interstate accompanied by the current homestay provider, or another department approved homestay provider (a homestay provider that is approved by another Victorian Government school).

For other travel requests, see [ISP Travel Policy](#)

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 by DHA 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. Evidence of relationship must be provided (for example, certified copy of passport or driver's licence).

Proposed Date of Departure

Time of Departure

Proposed Date of Return

Time of Return

International Education and Partnerships Division
Department of Education

200 Victoria Parade Tel: +61 3 7022 1000
East Melbourne Victoria Email: international@education.vic.gov.au
Australia 3002

www.study.vic.gov.au

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

Documents attached to this form

For travel involving flights, proposed itinerary must be provided

(e.g. Itinerary, brochures or programs)

If you are unaccompanied, and travelling into the care of a relative, have you been booked as an unaccompanied minor on the plane/train? Yes No Not required (if over 18)

Have you discussed your travel plans with a parent and your homestay provider before submitting this form?

Yes No

Section C: Supervision

The student must travel into the care of a relative and they should be met at the airport and accompanied at all times. Students are not permitted to travel unaccompanied using ride services such as Uber or DiDi at any time.

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)

Working with Children Check (WWCC) information (if applicable)- please provide WWCC details of supervising adults. Details should include WWCC numbers, names and expiry. For a list of exemptions please see: [Exempt from Working with Children Check | vic.gov.au](#)

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 lie with the school.

Name

Signature

Date

Section G: Parent/legal guardian consent

I consent for my child, named in **Section A** of this form, to travel accompanied or unaccompanied and into the care of a parent/legal guardian or Department of Home Affairs (DHA)-approved relative, or a school approved homestay.

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 to complete:

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 in line with [Child Safe Standards](#) to manage [child safety risks](#)
- 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

Document maintenance

School Support Unit
International Education and Partnerships Division
Email: international.school.support@education.vic.gov.au
Phone: + 61 3 7022 1000