



TRAVEL REGULATIONS

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver, Seattle, or other cities without specific permission. Students who wish to travel outside Victoria must apply to the Director or Coordinator of the Program for permission, and must do the following:

- pick up a travel form from the office at your school at least **2 weeks** before travel.
- complete **ALL** the information on the form and discuss it with your homestay family. If they approve your travel plan they will sign it.
- return travel form to the school office or fax it to the Program office **1 to 2 weeks** in advance of travel.
- a travel form is needed for both overnight and single day travel.

**If complete information has not been given travel will not be approved.
Last-minute requests or late forms will not be approved.**

SINCE STUDENTS ARE UNDER THE AUTHORITY OF THE DIRECTOR WHILE IN THE PROGRAM, THE EXPLANATION, "MY PARENTS (IN THE HOME COUNTRY) OR GUARDIAN SAYS IT'S OKAY", WILL NOT BE ACCEPTED.

* If travel will result in missed classes students must talk to their teachers directly as well as receive Program approval.

* Students may leave Victoria without Program permission **ONLY** if they are traveling with their host family, and they must remain with the family most of the time.

- With permission students may visit family members outside Victoria, and the Program must be informed of travel details. Travel must be of an occasional nature.
- Students may travel with their parents, but the Program Office must be notified.
- Students who travel outside Victoria **must** return on time.
- Requests for travel need not occur more than once a month.
- Students are not permitted to cohabit or to have mixed-sex sleepovers, either in the Host Household or while travelling.

Students and hosts will be contacted if travel is NOT approved.

Travelling without permission or failing to provide accurate information is grounds for student dismissal from the Program.

HOMESTAY PARENTS MUST NOT SIGN THE TRAVEL FORM IF:

1. You cannot speak with a responsible adult who will supervise the visit.
2. You are uncomfortable with the purpose of the visit.
3. You do not have full information about the visit:
 - (a) names of responsible adult supervisor,
 - (b) address and phone number that you have verified.
 - (c) It is expected that when signing the form the homestay host has phoned the person/ persons to confirm the student is invited
 - (d) confirm that there will be a responsible adult supervisor for the full time the student is visiting.
4. Travel details are not acceptable. We do not want students travelling in cars with other students, or with people you have not met. **If you approve vehicle travel, please record the make of car and the license plate number.**

NOTE: BEFORE STUDENT RETURNS TRAVEL FORM TO THE PROGRAM THE HOST PARENT WILL EITHER PHOTOCOPY, OR MAKE A WRITTEN RECORD OF THE TRAVEL INFORMATION FOR EMERGENCY CONTACT PURPOSES.

NOTE: Students are not permitted to reserve hotel rooms since they are minors. When students are making travel plans they need to book flights at a time that avoids early-morning departures or late-night arrivals through Vancouver. If an early or late flight time is a necessity students may ask the Program for assistance in making arrangements with an approved homestay family in Richmond.

Travel To and From Home Country

HOMESTAY FAMILIES NEED TO PHOTOCOPY OR WRITE DOWN THE STUDENT'S TRAVEL INFORMATION BEFORE THEY DEPART: AIRLINE COMPANY, FLIGHT NUMBERS, AND DEPARTURE AND ARRIVAL TIMES

1. Students are expected to travel to and from Victoria by the most direct route.
2. Travel arrangements must be reported to the Program Office.
3. The Program Office is able to assist students by providing information about travel agents who are reliable.
4. Travel to home country at Christmas and spring vacation needs to be arranged in September to avoid a shortage of seats that will result in students missing classes.