



VIE – Travel Regulations

International students are required to remain in the Greater Victoria area and are not permitted to travel to Vancouver or any other city without approval by Victoria International Education.

Students who wish to travel outside of Victoria must apply to the Program Office for permission and must do the following:

- Pick up a **Student Travel Application** from your International Advisor, VIE Office or online <https://www.studyinvictoria.com/current-students/travel-forms>.
- Complete the form and discuss it with your Homestay family. If they support your travel they will sign your form.
 - Return the form at least 7 days prior to your travel to the VIE Program Office or email to isp_student@sd61.bc.ca If complete information has not been given, travel will not be approved. Last minute requests or late forms will not be approved.
- Overnight travel outside of Victoria must have an adult supervisor, someone who is **25 years or older**, and be confirmed by your natural parents and homestay parents.
- The final decision about a travel request sits with the International Program Administration.
- If travel will result in missed classes, students must talk to their teachers and International Advisor directly as well as receive VIE approval.
- A **Student Travel Application** form is needed for both **overnight and single day** travel.
- With permission, students may visit family members outside Victoria. VIE must be informed of travel details. Travel must be of an occasional nature.
- Students may travel with their parents, but the VIE Office must be notified.
- Students who travel outside Victoria must return on time.
- If travelling by ferry, students must be on the 7:00pm ferry at the latest.
- Requests for travel more than once a month may be approved for special circumstances.
- Students are not permitted to cohabit or to have mixed-gender sleepovers, either in the host household or while travelling.
- You and your host parent will receive email confirmation if your trip has been approved. Students do not have permission to travel without approval.
- When students travel outside Victoria with their host family, a travel application does not need to be completed. Students must remain with their host family at all times. If you are travelling with your host family, a quick email with your plans is always helpful. Email us at isp_student@sd61.bc.ca

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



STUDENT TRAVEL APPLICATION

Students must fill out this application form for any travel outside of Victoria and email to isp_student@sd61.bc.ca. Student and host parent will receive email confirmation if this trip is approved. Students do not have permission to travel without approval.

If you are flying, attach your flight itinerary.

To be completed by the student:

Application Date: _____ School Name: _____ Phone Number: _____

Student's legal name: First _____ Last _____

Email address: _____

Destination (City): _____ Travel by (plane, ferry, bus): _____

Travelling with (list names): _____

Reason for this trip: _____

Date(s) of travel: _____ Departure time: _____ Return time: _____

☐ **DAY TRIP - Please submit minimum 5 days before departure**

To be completed by the host family:

☐ I am aware of this day trip

Date: _____ Print Name: _____ Signature: _____

☐ **OVERNIGHT TRIP - Please submit minimum 7 days before departure**

To be completed by the student:

Accommodation address and city: _____

Name of adult over 25 years old you are staying with: _____

Their phone number: _____ Their Email: _____

Their relationship to you: _____

To be completed by the host family:

☐ I have called and spoken to the adult at the above phone number

☐ I have confirmed these arrangements (dates and times)

Date: _____ Print Name: _____ Signature: _____

To be completed by the natural parents:

I _____ the natural parents of _____ hereby I confirm that I am aware of the travel my child intends to do according to the above information. I fully understand that this trip is not part of the Victoria International Education and supervision during this trip is only as indicated above. As such, I fully understand and acknowledge that there are inherent risks by allowing my son or daughter to travel. I hereby release and hold harmless Victoria International Education, its officers, employees and the host family of any liability or responsibility for my son or daughter during the duration of this trip. I have been advised to purchase additional Medical Coverage.

Date: _____ Signature: _____