



VISP – 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 School Programs.

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, VISP Office or download it from the Student Resources page of our website:
<http://www.studyinvictoria.com/student/resources.asp>
- Complete **ALL** the information on the form and discuss it with your Homestay family. If they support your travel they will sign your form.
- **Return the form to the VISP Program Office or fax it to 250 -592- 6327 or email it to isp@studyinvictoria.com at least 7 days prior to your travel. If complete information has not been given, travel will not be approved. Last minute requests or late forms will not be approved.**
- **ALL** overnight travel **must** have an adult supervisor, someone who is **25 years or older**, and be approved by your Homestay parents.
- Final decision about a travel request sits with the International Program Administration. The explanation, “My parents or Guardian says it is okay” **will not be accepted**.
- If travel will result in missed classes, students must talk to their teachers and International Advisor directly as well as receive VISP approval.
- A Student Travel Application form is needed **for both overnight and single day** travel.
- With permission, students may visit family members outside Victoria, and the VISP must be informed of travel details. Travel must be of an occasional nature.
- If students would like to **travel outside of B.C. and Canada** parents need to sign the parental acknowledgement portion of the form. **Please note the final decision about a travel request sits with the Program administrators**
- Students may travel with their parents, but the VISP Office must be notified.
- Students who travel outside Victoria **must** return on time.
- Requests for travel must not occur more than once a month.
- Students are not permitted to cohabit or to have mixed-gender sleepovers, either in the host household or while travelling.
- 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@studyinvictoria.com

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, whether for a day trip or overnight trip. Please refer to the travel regulations on the back of this form. Applications must be submitted at least 1 week (7 days) prior to the trip.

DATE OF APPLICATION _____ SCHOOL NAME: _____

STUDENT LEGAL NAME: _____

EMAIL: _____

DESTINATION (City/Country): _____

DATES OF TRAVEL: Departure: _____ Return: _____

Time: _____ Time: _____

TRAVEL IS BY _____ **If travel by Air, include a COPY OF TRAVEL ITINERARY**

PURPOSE (Explain the reason for this trip. Be specific.)

ACCOMMODATION – While away

Family Name _____ Phone/cell (_____) _____

Address _____ City _____

THIS PORTION TO BE COMPLETED BY HOMESTAY PARENT

1. I have telephoned the above accommodation and confirmed **adult (25 YRS. OR OLDER) supervision:**

YES ___ NO ___ (Phone call not required when student will travel to home country or with a parent)

2. I have confirmed arrangements: YES ___ NO ___ Homestay Signature: _____

Homestay Parent (print name) _____

Additional Comments: _____

Students requesting to travel outside of B.C. (other than traveling to their home country) will also need to have their natural parents complete the portion below:

I _____ the natural parent of _____ hereby 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 School Program 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 School Programs, 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.

Parent Signature: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____ Approved: YES NO Notified on: _____
 By E-mail _____ Phone _____ Initials _____