TRAVEL REQUEST FORM

International Student Program

Important Notice: International students must submit this completed request form to the Global Learning Faculty at least **14 days prior** to departure for any travel (interstate or overseas). Travel must not be booked until approval is granted.

1. STUDENT DETAILS

STUDENT FULL NAME	AGE	YEAR LEVEL	MOBILE PHONE

2. REASON & DETAILS OF TRAVEL

REASON FOR TRAVEL (E.G., HOLIDAY, FAMILY VISIT, SCHOOL BREAK)

3. FLIGHT DETAILS & ITINERARY

LEG	DATE	AIRLINE & FLIGHT #	DEPARTURE (AIRPORT / TIME)	ARRIVAL (TIME)
Outbound				
Inbound / Return				

4. ACCOMMODATION & AIRPORT TRANSFERS

ACCOMMODATION ADDRESS WHILE OVERSEAS / INTERSTATE

HOST / EMERGENCY CONTACT NAME AT DESTINATION

HOST CONTACT PHONE NUMBER

DEPARTURE AIRPORT TRANSFER ARRANGEMENT

ARRIVAL AIRPORT TRANSFER ARRANGEMENT

5. ADDITIONAL COMMENTS & EXTRA DETAILS

OTHER TRAVEL NOTES, SPECIAL REQUIREMENTS, OR CONTACT DETAILS

6. PARENT / LEGAL GUARDIAN CONSENT

I confirm that I have reviewed the travel details above and grant permission for my child to travel as outlined. I understand that the student must adhere to school code of conduct and visa condition compliance during travel.

PARENT / GUARDIAN FULL NAME	PARENT SIGNATURE	DATE

7. SCHOOL APPROVAL (OFFICE USE ONLY)

HEAD OF GLOBAL LEARNING NAME	APPROVAL SIGNATURE	DATE APPROVED