



Travel and Activities Form

This form is to be used by international students participating in the EQI homestay program who are seeking approval for non-routine, non-curriculum travel and activities, as specified in the EQI enrolment agreement.

Privacy Statement

EQI is collecting the information on this form to assess your request for approval to undertake travel or participate in a non-routine activity. The information collected on this form may be provided to your parents and will be provided to your homestay provider, your school and EQI. The information will be recorded, used and disclosed for the purposes of the principal (or delegate) on behalf of EQI considering and approving or declining to approve your request. This information may be used for behaviour management and to cancel your enrolment if you provide false or misleading information, or fail to provide relevant information. Your personal information may otherwise be used or disclosed where authorised or required by law.

Students - how to complete this form:

1. Please tick where appropriate.
2. Complete Section A: Student Details.
3. Complete Section B: Reason for Travel/Activity.
4. Complete Section C, D **OR** E depending on type of Travel/Activity.
5. Give the form to your homestay provider and ask them to complete Section F: Homestay Provider Acknowledgement.
6. Follow your school's instructions about parent/legal custodian consent (Section G).
7. Give the form to the international student coordinator at your school with all supporting documents attached.

Important:

- Follow your school's instructions on submitting this form (e.g. timeframes, parent/legal custodian consent). Please see your international student coordinator if you have any questions.
- You **must not** participate in high risk activities.

Section A: Student Details

Date: _____

Student Name: _____ EQI Student ID: _____

School: _____ Year level: _____

Section B: Reason for Travel / Activity

- I want to travel and/or participate in non-routine activities. **Please complete Section C only.**
- I want to return to my home country during my course of study with EQI. **Please complete Section D only.**
- I want to stay overnight away from my homestay provider within my local area. **Please complete Section E only.**

Section C: Travel / Activity (non-routine)

*Please note, travel will only be approved for weekends and holidays.

Date and time of departure: _____

Date and time of return: _____

Date and time of return to homestay provider: _____

- Travel/activity is with my parent/legal custodian/sibling.
- Travel/activity is with my homestay provider.
- Travel/activity is with an organisation/company (e.g. tour group) - provide details below.
- Other: _____

Travel/activity location (please provide accommodation address details, including name of hotel and full street address):

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Details of travel/activity (please provide as much detail as possible):

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Name of supervisor: _____

Age: _____ Blue card number (or equivalent) if applicable: _____ Expiry Date: _____

Phone Number: _____ Mobile Number: _____

Email address: _____

Relationship of supervisor to student: _____

This will be reoccurring. Dates: _____

Details: _____

Please attach a copy of any travel itineraries.

Please attach a copy of any activity details. (e.g. brochures, programs, itineraries, certificates of currencies)

Section D: Returning to home country

Date and time of departure: _____

Date and time of arrival back into Australia: _____

Date of return to homestay provider: _____

I will be accompanied on the travel: No Yes

If yes, name and contact details: _____

Please tell us how you will get to and from the airport in Australia and how you will get to and from the airport in your home country (if intending to use public transport, please give bus or train details):

.....

A copy of the flight itinerary is attached. (*You must attach your flight itinerary.*)

I have followed my school's instructions regarding parent/legal custodian approval (Section G of this form). (*Please ensure you have discussed your plans with your parent/legal custodian before you submit this form.*)

Section E: Overnight stay within local area

Name of friend: _____

Name of supervising adult (must be over 21 years): _____

Blue card number (or equivalent) *if applicable*: _____ Expiry Date: _____

Phone Number: _____ Email address: _____

Address of where you are staying: _____

Regular overnight stays (provide details). Date period: _____

One off overnight stay. Date: _____

Details of overnight stay and activities taking place: _____

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Section F: Acknowledgement – Homestay provider

- I agree for the student who currently lives with me, stated in Section A to travel or participate in the activity stated above and acknowledge that final approval lies with the Principal (or delegate) identified in Section H below.
- For overnight stays (Section E): I have contacted the residence where my student will be staying to confirm that there will be a supervising adult over the age of 21 years present.

Name of homestay provider: _____ Signature: _____ Date: _____

Section G: Approval – Parent/Legal custodian

- I give permission for my child stated in Section A to travel or participate in the activity stated above.

Name of parent: _____ Signature: _____ Date: _____

Section H: Approval – Principal (or delegate)

- I give permission for the student stated in Section A to travel or participate in the activity stated above.
- I **DO NOT** give permission for the student stated in Section A to travel or participate in the activity stated above.

Reason for not granting permission: _____

Name: _____

Signature: _____ Date: _____

School: _____ Position: _____

Instructions for principal/delegate

- Schools set their own policies about timeframes to submit forms, who to submit the form to and the process for getting parent consent, when required. These policies should be clearly communicated to students.
- Assess the request taking into account: the age and maturity of the student; their capabilities and trustworthiness; the nature of the travel/activity, the potential risks to the student, the DET International Risk Management Strategy and the arrangements for supervision. Before you grant approval you must be satisfied the arrangements in place for the student's safety and wellbeing are appropriate, bearing in mind EQI's responsibility for the welfare of the student.
- A reminder that the DET [Strategic Plan 2016–20](#) states that DET will actively mitigate risks that we have the lowest tolerance for, including child and student safety. High risk activities must not be approved.
- Homestay providers: acknowledgement must be sought and recorded in Section F of this form. If a signature is not obtained and acknowledgement is provided via other means (e.g. phone call or email) then the school must note the date this occurred in this section. Attach a copy of any email to this form. Final approval lies with the Principal (or delegate).
- Parental approval: may be required (exercise your discretion, considering the nature of the travel/activity). If a signature is not obtained and consent is provided via other means (e.g. phone call or email) then the school must note the date this occurred in this section. Attach a copy of any email to this form. Final approval lies with the Principal (or delegate).
- Blue cards (or exemptions cards or interstate equivalent): may be required – please contact Blue Card Services (or interstate equivalent) if you are not sure. If blue cards (or exemptions cards or interstate equivalent) are not required, you will need to ensure any potential risks to the student can be adequately managed before approving the travel or activity.
- Overnight stays, away from the homestay provider, should generally not occur on a school night (where the student has school the next day). Supervision by a responsible adult, 21 years of age or older, is required.
- Unaccompanied air travel to the student's home country, in school holidays, is generally acceptable provided the student's parent/legal custodian has consented and appropriate arrangements are in place to transport the student between their home and the airport (in both countries, for both journeys).
- Please refer to the student's Enrolment Agreement ([Standard Terms and Conditions](#)) and the DET International Risk Management Strategy for further information/guidance.