

STUDENT TRAVEL REQUEST FORM

The CRPS Travel Request Form should be used if one or more of the following apply for your student(s):

- Travelling during regular school days;
- Travelling overnight to another province in Canada;
 - Including trips to British Columbia's popular destination towns close to the Alberta border such as Radium, Invermere or Golden;
- Travelling internationally

It ensures:

- Students have proper insurance and all required documentation for their trip;
- Students are safe and accompanied appropriately;
- Students are NOT travelling ALONE;
- Natural parents have the ultimate say in allowing their student to travel or not;
- CRPS is aware of students' whereabouts with their host families throughout the year

International Travel:

- If you are travelling outside of Canada with your student(s), it is the responsibility of the student, agent & natural parents to ensure all travel requirements & documents are in place prior to departure;
- For example;
 - o eTA (Electronic Travel Authorization)
 - Visas
 - Vaccination documents
 - o Other

Airport Transfers:

- If CRPS International Program is required to assist with an airport transfer to/from the Calgary Airport, additional fees do apply.
- Flights must be booked according to our arrival & departure policy, as to limit the scheduling inconvenience for the homestay family and/or CRPS staff driving the student
 - o Arrivals should be between 9:30am and 6:00pm
 - **Departures** should be between 12:00pm and 7:00pm
- Any transfers **before 6:00am and after 9:00pm** will result in a supplemental charge

Please email the completed form below to homestay@crps.ca
a minimum of 2 weeks prior to travel.



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Today's D	ate:					
Student N	lame:		first		ast	
				SECTION	1 - SUPERVISION	
					of the adult who will be the program.	e travelling with you. Superviso
Supervisor* ✓ Fu		Full Name o	of Supervisor(Phone Number		
Natural Parent(s)						
Host Par	ent(s)					
Other Supervis Relations Student:	ship to					
*Supervis	or is resp	oonsi	ble for makin	g all arranger	nents, (eg. drop-off/pick-u	p) at departure and arrival.
			SECTION	2 - TRIP ITIN	NERARY/mode of transpo	ortation
It is impor		t deta	ailed informa	tion is provide	ed so we can contact you a	and are aware of your plans.
Date Depa Time		rture	Transpo	ortation (eg. ous, vehicle)	Airline and Flight Number or Bus or Private Vehicle Information. (Please attach intended travel or flight itinerary, if applicable.)	
RETURN:					ı	
Date	Arrival Time		transpo	f rtation (eg. ous, vehicle)	_	er or Bus or Private Vehicle ach intended travel or flight
			SECTION 3	_ DI IRPOSE	OF TRIP including desti	nation(s)
						Tiation(s)
Describe t	the purp	ose o	t the trip and	I your planned	d activities below.	



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SECT	ION	4 -	$\Delta CCON$	MM	DATION
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List where you will be staying during this trip.

Accommodation Type	√	Address/Hotel name	Town/City/Province/Country			
Private Residence						
Hotel						
Other						
	;	SECTION 5 - NATURAL PAREN	NT SIGNATURES			
This section <u>must</u> be con	nplei	ed by the natural parents.				
Date:						
Parent/Guardian #1 mentioned student, dates with the person(s during these travel tim changes or emergencie	s) incomes a	Parent/Guardian # 2 name, hereby give h Student's name dicated. We understand that we and will notify the CRPS Internationing the time of travel. We have	, the parents/ legal guardians of the above him/her permission to travel on the stated are fully liable and responsible for our chilestional Student Program office of any travele reviewed the trip itinerary (Section 2) and rmit and documentation for travel.			
PRINT NAME of Parent/Guardian	#1	SIGNATURE of Pare	SIGNATURE of Parent/Guardian #1			
PRINT NAME of Parent/Guardian	#2	SIGNATURE of Pare	SIGNATURE of Parent/ Guardian #2			
OFFICE USE ONLY						
Reason for disapproval	TRA	/EL NOT APPROVED □				
Signature of homestay co	ordir	nator or international custodian	<u> </u>			
Authorized By:						

Natural parents will be notified of any decision upon receipt of completed requests.

Approval of all requests is at the discretion of the CRPS International Program Staff.

Please submit this form to homestay@crps.ca at least 2 weeks prior to travel.