

## 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;
- CRPS and natural parents are aware of students' whereabouts with their host families
- **CRPS International Student Program has the ultimate say in whether or not a student is allowed to travel in the middle of the program/school year.**

### International Travel:

- **Students will NOT be permitted to travel alone save for their arrival and departure flights.**
- 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;
  - eTA (Electronic Travel Authorization)
  - Visas
  - Vaccination documents
  - 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
  - **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](mailto:homestay@crps.ca)  
a minimum of 2 weeks prior to travel.



## STUDENT TRAVEL REQUEST FORM CRPS International Student Program

**Today's Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
First Last

**SECTION 1 - SUPERVISION**

Name the supervisor(s) and contact information of each adult who will be travelling with you. Supervisor must be 25 years of age or older and approved by the program.

| Supervisor*   | ✓ | Full Name of Supervisor(s) | Phone Number |
|---|---|----------------------------|--------------|
| Natural Parent(s)                                     |   |                            |              |
| Host Parent(s)  |   |                            |              |
| Other Supervisor(s) and their relationship to Student |   |                            |              |

\*Supervisor is responsible for making all arrangements, (eg. drop-off/pick-up) at departure and arrival.

**SECTION 2 - TRIP ITINERARY/mode of transportation**

It is important that detailed information is provided for reference in the event of an emergency.

**DEPARTURE:**

| Date | Departure Time | Mode of Transportation (eg. plane, bus, vehicle) | Airline and Flight Number or Bus or Private Vehicle Information. (Please attach intended travel or flight itinerary, if applicable.) |
|------|----------------|--|--|
|      |                |  |  |

**RETURN:**

| Date | Arrival Time | Mode of Transportation (eg. plane, bus, vehicle) | Airline and Flight Number or Bus or Private Vehicle Information. (Please attach intended travel or flight itinerary, if applicable.) |
|------|--------------|--|--|
|      |              |  |  |

**SECTION 3 - PURPOSE OF TRIP including destination(s)**

Describe the purpose of the trip and your planned activities below.

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**SECTION 4 - ACCOMMODATION**

List where you will be staying during this trip.

| Accommodation Type | ✓                        | Address/Hotel name | Town/City/Province/Country |
|--------------------|--------------------------|--------------------|----------------------------|
| Private Residence  | <input type="checkbox"/> |                    |                            |
| Hotel              | <input type="checkbox"/> |                    |                            |
| Other              | <input type="checkbox"/> |                    |                            |

**SECTION 5 - NATURAL PARENT SIGNATURES**

*This section must be completed by the natural parents.*

Date: \_\_\_\_\_

We, \_\_\_\_\_ and \_\_\_\_\_, the parents/ legal guardians of  
Parent/Guardian #1 name      Parent/Guardian # 2 name

\_\_\_\_\_, hereby give him/her permission to travel

Student's name

with the supervisor(s) indicated (Section 1). We understand that we are fully liable and responsible for our child during the time of travel (Section 2) and will notify the CRPS International Student Program office of any travel changes or emergencies during the course of travel. We have reviewed the trip itinerary (Section 2) and agree to the Purpose of the Trip (Section 3) and to the accommodations (Section 4). We will ensure that our child has the necessary Visa(s), valid Study Permit, insurance, and documentation for travel.

\_\_\_\_\_  
PRINT NAME of Parent/Guardian #1

\_\_\_\_\_  
SIGNATURE of Parent/Guardian #1

\_\_\_\_\_  
PRINT NAME of Parent/Guardian #2

\_\_\_\_\_  
SIGNATURE of Parent/ Guardian #2

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.  
**Please submit this form to [homestay@crps.ca](mailto:homestay@crps.ca) at least 2 weeks prior to travel.**

Student Travel Request for (name of student): \_\_\_\_\_

Main Destination: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

| OFFICE USE ONLY  |
|--|
| TRAVEL APPROVED <input type="checkbox"/> TRAVEL NOT APPROVED <input type="checkbox"/>                          |
| Reason for disapproval   |
| Signature of Homestay Coordinator <input type="checkbox"/> or International Custodian <input type="checkbox"/> |
| Authorized By:   |
| Date of Authorization MM / DD/ YYYY  |