



## 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;
  - 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.



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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 the above  
Parent/Guardian #1 name Parent/Guardian # 2 name  
 mentioned student, \_\_\_\_\_, hereby give him/her permission to travel on the stated  
Student's name

dates with the person(s) indicated. We understand that we are fully liable and responsible for our child during these travel times and will notify the CRPS International Student Program office of any travel changes or emergencies during the time of travel. We have reviewed the trip itinerary (Section 2) and ensure that our child has the necessary Visa(s), valid Study Permit 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

<b>OFFICE USE ONLY</b>
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: _____

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](mailto:homestay@crps.ca) at least 2 weeks prior to travel.**