



TRAVEL REQUEST FORM

Students who wish to go on a trip overnight without their host family must complete a Trip Permission Form at least ***14 days prior to their trip***. If this form is not completed & submitted on time, **permission to go on a trip may be denied**. No student is allowed to stay overnight in or outside of their homestay without an adult over age 25 (adults must complete a 3rd Party Travel Confirmation Form).

Instructions:

- * Please review your plans with your host family to make sure that the host family can pick you up and drop you off, and keep in mind your host family's holiday and work schedules.
- * Please ask your host family to review and sign the travel request, and remember to submit the request at least 14 days in advance of your planned travel dates.
- * Do not purchase any tickets or transportation until your request is approved.
- * If you are missing school, traveling outside of your local community, and/or returning home, please get the signature of your school Designated School Official on your I-20 as needed.
- * Once you have the signatures from your host family and native parents you must submit the form to your Local Coordinator.
- * SRS Concierge will approve or deny student travel requests based on a reasonable understanding of the safety and well-being of the student, partner school rules, wishes of the student's natural parents and host parents, government travel advisories, and applicable law.

Student Name: _____

Travel Start Date: _____ Travel Return Date: _____

Where do you plan to travel?



StudentRoomStay | Concierge

Will you be missing any school? Circle one: Yes No

Who are you traveling with? Please list all travelers.

If you have a chaperone, you must include the below information. Otherwise, leave this section blank.

Chaperone's name: _____ Relationship to you: _____

Phone number in the US: _____ Email address: _____

What is the purpose of this travel?

If you plan to take a flight, please include your planned flight details. Please list all planned flights:

*also, remember not to book any flights until your travel request is approved!

Flight Number: _____ Departure Date: _____ Departure Time: _____

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Where will you be staying overnight on this trip? Please include the description, address, and dates of each overnight stay:



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Natural Parents Signature:

Do you approve the student travel plans described on page 1-2? Approved Denied

Natural Parent Name (Print) _____

Natural Parent Signature _____ Date _____

Host Family Use Only:

Do you approve the student travel plans described on page 1-2? Approved Denied

Host Parents - *please note that this travel form is not approved until a 3 page copy has been returned to you with the SRS Concierge Local Coordinator and Management Signature on page 3.*

Host Family Name (Print) _____

Host Family Signature _____ Date _____

SRS Concierge Use Only:

Approved Denied

Local Coordinator Name (Print) _____

Local Coordinator Signature _____ Date _____

Approved Denied

SRS Concierge Operations Manager Name
(Print) _____

SRS Concierge Operations Manager Signature
_____ Date _____

*Once all signatures are complete, if travel is approved, a signed copy of approval will be given to the student, host family, and agent/native parents.