

Important information

- All travel must be undertaken during semester breaks/holiday periods. Travel during set study periods and exam periods (including replacement/supplementary exams, where applicable) is not permitted with the exception of approved compassionate or compelling circumstances.
- If you are returning to your home country to visit family you can pre-purchase your tickets and provide a copy of your flight tickets/itinerary along with evidence from your parent(s)/ legal guardian(s) confirming your travel home, with this form. NOTE: Approval for any other travel will only be granted if you are in the company of your parent(s)/legal guardian(s).
- If your travel request is granted you may have conditions that you must follow while travelling. These will be listed on this form when it is returned to you.
- If an under 18 student leaves their approved accommodation without permission from the University of Adelaide College, this may result in the cancellation of a Confirmation of Appropriate Accommodation and Welfare form (CAAW) by the College in accordance with Standard 5 of the ESOS Act (2000). This may lead to the cancellation of your student visa by the Department of Home Affairs.
- Please submit this form to your ISA Carer at least 14 days before your planned travel date. If you need assistance in completing this form, please contact your ISA Carer. If you require further information about completing this form, contact the University of Adelaide College at welfare@adelaide.edu.au.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

Section 1: Personal details

Family name (as written on passport)	Given name(s)
Preferred name	Student ID
Date of birth (dd/mm/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified
Phone number in Australia	Email
Parent/Legal Guardian full name	
Parent/Legal Guardian phone number	Parent/Legal Guardian email

Section 2: Travel type

Please tick one of the following. I want to: Return to my home country. Please attach copy of your flight tickets and itinerary and go to Section 5.
 Be away from my approved accommodation overnight or longer with my parent(s)/legal guardian(s).

Section 3: Travel Details

Date leaving approved accommodation (dd/mm/yyyy)	Date returning approved accommodation (dd/mm/yyyy)
Proposed destination (country and city). Please attach itinerary (in English).	Proposed travel method (e.g. flight)
<input type="checkbox"/> Travel to home country <input type="checkbox"/> Travel with parent(s)/legal guardian(s)	

Section 4: Student declaration

Declaration: I declare that the information that I have provided to the University of Adelaide College is true and correct and I understand that if any of the information changes before or during my travel I must inform the University of Adelaide College immediately.

Signature of student _____ Date (dd/mm/yyyy) _____

Signature of parent/legal guardian _____ Date (dd/mm/yyyy) _____

Privacy notice

The University of Adelaide College understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at www.college.adelaide.edu.au), including to your education agent and the Australian government.

Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

ISA Carer - To complete

Option 1: Travel to home country

Flight/Itinerary _____

Parent/guardian permission granted (evidence provided) Yes No

Option 2: Travel with parent/legal guardian

Parent/legal guardian flight information/itinerary provided Yes No

Parent/legal guardian accommodation booking information provided Yes No

ISA Carer's Name _____

ISA Carer's Signature _____

Date _____

OFFICE USE ONLY

Student has provided all necessary information — Travel documents (e.g. flight bookings) contact details: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff have sighted all parent/legal guardian flight information/itineraries and accommodation bookings where applicable. <input type="checkbox"/> Yes <input type="checkbox"/> No	Travel Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied
---	---	---

Conditions of Travel (list the conditions student must meet to undertake proposed travel)

Informed approved accommodation provider of student's declined/approved travel plans: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student/Parent/Legal Guardian informed of the outcome of this request and any conditions of travel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Under 18 travel and student records updated: <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	---

Staff name _____	Signature _____	Date (dd/mm/yyyy) _____
------------------	-----------------	-------------------------