



STUDENT TRAVEL REQUEST

IMPORTANT INFORMATION

- All University of Adelaide College students who are under 18 and wish to travel away from their homestay or approved accommodation (either within Australia, or to their home country, or another country) must submit this form BEFORE undertaking any travel. Approval from the College must be given before ANY travel is undertaken.
- 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 with this form. For any other form of travel do NOT purchase any tickets, accommodation or other travel products before getting approval from the University of Adelaide College.
- 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.
- Anyone applying to provide adult supervision to an under 18 student must meet in person with the University of Adelaide College staff to assess their suitability.
- 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 at least 14 days before your planned travel date. 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's name	
Parent's phone number	Parent's 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. Please complete Section 3, 4 and 5.

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)
Purpose of travel (e.g. holiday)	

Section 4: Adult supervision

Full name of person you will be staying with		
Relationship to you	Is this person over 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor phone number
Travel accommodation address.		
State	Postcode	Country

Declaration: I am fully aware of my obligations in accepting responsibility for the welfare of the under 18 student listed on this form and the duty of care I have towards this student while they are travelling with me.

Signature _____ Date (dd/mm/yyyy) _____

Section 5: 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 _____ 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.

This form is to be submitted to:

University of Adelaide College
Adelaide Campus
132 Grenfell Street
Adelaide, South Australia 5000
collegeservices@adelaide.edu.au

University of Adelaide College
Melbourne Campus
370 Docklands Drive
Docklands, Victoria 3008
askmelbourne@adelaide.edu.au

OFFICE USE ONLY		
Student has provided all necessary information — Travel documents (e.g. flight bookings) contact details, supervision details: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff have met, documented the identity of and approved the person that will be providing supervision for the student and explained the responsibilities that come with providing supervision to an under 18 international student: <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/Guardian informed of the outcome of this request and any conditions of travel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Under 18 travel record, Edupoint and student file updated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Staff name	Signature	Date (dd/mm/yyyy)