



TRAVEL REQUEST FORM

Please note this form must be submitted to your Sending Organisation at least one week before the planned travel date. **ALL PARTS OF THIS FORM MUST BE COMPLETED!**

| | |
|---------------|-----------------------------------|
| Student Name: | Place of study in the UK/Ireland: |
| Nationality: | Agency: |

Outward journey

Return journey

| | |
|--|--|
| Date: | Date: |
| Time: | Time: |
| Destination: | Destination: |
| Means of transport: (flight number if applicable) | Means of transport: (flight number if applicable) |
| Travel arrangements to/from airport: | |

| |
|--------------------|
| Reason for travel: |
|--------------------|

| |
|------------------------------------|
| Person(s) you are travelling with: |
|------------------------------------|

| | |
|--|---------------------------------|
| Name of the person you will be staying with: | Telephone number of the person: |
| Full address where you will be staying: | |

THIS PART TO BE COMPLETED AND SIGNED BY PARENTS/GUARDIANS:

I have read and understood the above request and give permission for my child to travel on those dates.

I understand that we, as parents/guardians of the above named student, assume full responsibility for our child travelling inside or outside of the host country for the period indicated above. During the days indicated above our child will not be considered to be on their UK or Ireland High School programme.

We understand that our child must call their Host Family on arrival at the destination and return at the agreed time.

We acknowledge the trip is not supervised by Educatius UK Ltd and we accept full responsibility for our child. Educatius UK Ltd is not responsible for anything that may occur on or during this trip.

Signed: _____

Print name: _____ Relationship to student: _____