

TRAVEL REQUEST PROCEDURES

CISS MLI and MLI Homestay takes our role as custodian seriously when it comes to the safety of our students. The following is our Student Travel Guideline and policies regarding permissions. See conditions on page 2.



WHERE TO		TYPE OF TRIP		ADDITIONAL REQUEST		DEADLINE		TRAVEL REQUEST FORM (TRF) TYPES	
	IN Community (City or town where student lives)		Day Trip	Host Family Permission (email/text)			Prior to going	G	GREEN TRAVEL REQUEST FORM - Permission not required: This is a general waiver. By signing agreement on the iCent app once, natural parents authorize their child to do listed planned trips for the duration of student's programme. Host family should always be informed about student's whereabouts.
	OUT of Community (City or town where student lives)			iCent app TRF 				Y	YELLOW TRAVEL REQUEST FORM - Permission might be required: This is a limited waiver. By signing agreement on the iCent app once, natural parents authorize their child to do planned trips for the duration of the student's programme. Additional permission from host family and/or CISS MLI or MLI Homestay custodian or local coordinator is needed within the timeframe and format stated below and on page 2.
	OUT of Province / Canada		Overnight	Club Permission Form		2-5	2 to 5 working days prior to trip	O	ORANGE TRAVEL REQUEST FORM - Permission always required: Each travel plan under these conditions will require a Travel Request to be lodged using the iCent app , and natural parent permission on the iCent app within the timeframe stated below.
				Sleepover Request				X	TRAVEL NOT PERMITTED
				LC/AYPC		10	10 working days prior to trip		

MY TRAVEL PLANS ARE:																																											
WITH WHOM																																											
	With the Host Family					With the School (including sports teams)					With CISS MLI or MLI Homestay and/or Local Coordinator					On Own					With Friends (including sleep overs)					With a local club outside school (sports, art etc)					On Own with friends of the Natural Family or Extended Family/Relatives												
					any					any					any					any					any					any					any								
	Procedure:																																										
	G	G	G	G	O	G	G	G	G	O	G	G	G	G	O	G	X	X	X	X	G	Y	Y	X	X	G	G	G	Y	O	O	G	O	G	O	O							
PERMISSION	Additional Permission Request:																																										
							or		or		or		or																														
WHEN					10	2-5	2-5	2-5	2-5	10					10								2-5	2-5				2-5	2-5	10	10	10	10	10	10	10	10	10	10	10			

CONDITIONS

For ANY travel request that involves a High Risk Activity, natural parents will need to sign a separate High Risk waiver

GREEN TRAVEL REQUEST FORM

Travel in the Green category will be approved by CISS MLI or MLI Homestay and may include overnight trips with Host Family (including unique trips, or regular visits to a family cottage or relative's home), trips with the school, with CISS MLI, MLI Homestay, or trips arranged by a sport or social club. School or club trips require waivers specific to that organization which our team or the host family will sign.

Cross-Province Travel // For students residing in communities on or near the Ontario/Quebec border: travel must be with accompanying adult (25 yrs+) such as host family or school trip. This includes students in Catholic District School Board of Eastern Ontario, Upper Canada District School Board, Ottawa Catholic District School Board, and Ottawa Carleton School Board in Ontario, or English Montreal School Board and Sir Wilfrid Laurier School Board in Quebec.

Note: Any trip that has a travel cost greater than \$500 CAD will be moved to the ORANGE level, and will require Natural Parental Permission.

YELLOW TRAVEL REQUEST FORM

Conditions for travel On Own/With Friends, Out of Community

Restrictions may apply on day travel, with friends, out of community if travel distance does not comply with same-day travel conditions. CISS MLI or MLI HOMESTAY Head office reserves the right to deny requests they determine unsafe.

Students **MUST** adhere to the following travel conditions. Failure to abide will result in this privilege being revoked by CISS MLI & MLI Homestay

- Must travel on public transportation that is frequent and reliable
- May NOT travel in car driven by another student or friend under age 25
- Must communicate plan clearly with host family and Local Coordinator – including travel destination, day plans, travel companions and precise travel plan:
 - Bus/train number + To and From
 - To include time of departure and time of arrival back home
 - To include full name (first and last name) and phone number of friends who are travelling with them
- Must be back at host family home by 20:00 (or receive PRIOR Local Coordinator and Host Family permission if event will be later)
- Must plan travel well – NOT wait for last bus/train back
- May NOT miss school

Specific to British Columbia - students taking a ferry between Vancouver and Victoria (or other location on Vancouver Island) must submit a Travel Request and obtain approval prior to travel.

Conditions for With Friends, In Community, Sleepover

Requests for a SLEEPOVER must meet the following criteria to be approved. Host Family for the overnight is:

- An approved MLI Homestay family (ie. Friend is another MLI Homestay student)
- An approved host family from another reputable Homestay Company (ie. Friend is international student from different organization)
- A local family who has agreed to host (ie. Friend is a local Canadian)

ORANGE TRAVEL REQUEST FORM

Day Trip: For any student living in a city that borders the USA (ie. Windsor, Thunder Bay, Vancouver) in which the host family regularly travels to the USA for shopping, entertainment etc, the first travel request will require express natural parent permission. Subsequent requests for the same trip will be considered GREEN and authorized by CISS MLI or MLI HOMESTAY Head office. Natural parents will still see all subsequent requests and can decline the travel at any time.

For travel with natural family friends or relatives: upon first request, natural parents will need to authorize visitation with this family friend/relative. Subsequent requests for visitation for same family friend/relative will be considered GREEN and authorized by CISS MLI or MLI HOMESTAY Head office.

This Repeat Trip functionality on iCent is also applicable for all students, all locations, for trips of the name nature.

TRAVEL NOT PERMITTED

- ON OWN trips overnight out-of-community, out-of-province or out-of-Canada are never permitted
- Trips with minor-aged friends, overnight out-of-community or any travel with minor-aged friends out-of-province or out-of-Canada

TRAVEL REQUESTS



MOBILE APP: All travel requests from students are submitted and processed through the iCent mobile app, accessed via smartphone, tablet or computer.

Student and natural parent(s) will be invited – after application – by CISS, MLI, MLI Homestay to create an account on the iCent app, using their email as submitted during the application process.

Natural parent(s) will:

- Be asked to sign agreement of Green and Yellow travel policies directly on the iCent app.
- Receive travel requests directly from their child on the iCent app, and be able to sign permission in the same manner, as required.

MLI Education Group

