# ISP Travel Request Procedure

## Purpose

This document outlines the steps for approving the travel of international students, enrolled in the Department of Education’s (DE) International Student Program (ISP), who are under 18 and where DE has issued a Confirmation of Appropriate Welfare and Accommodation (CAAW), specifically:

* overnight stays at a friend’s house, where the family is not an approved homestay provider within the school
* academic / tour / sport / club camp
* accompanied holiday travel
* returning home

This procedure should be read in conjunction with the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).

For the purpose of this policy, international students (students) are defined as students participating in the International Student Program (ISP) who hold a subclass 500 Student – Schools visa and have been issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

This document is intended for international students, their parents, DE International Education Division (IED) staff, and schools.

## Roles and responsibilities

### Parent and students

* Provide complete and accurate information as part of an application to request travel.
* Book flexible flights or obtain a proposed flight itinerary, if applicable, prior to submitting a travel request.

### School staff

* Ensure that any request to travel is consistent with both the DE’s policies and procedures and the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).
* Assess the travel request application to ensure it is complete and includes all supporting documentation.
* Maintain accurate and up-to-date records consistent with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx).

### Approving travel request – overnight stay

This Procedure is aligned with the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).

#### Parent / Student

1. Discuss the travel request with your International Student Coordinator.
2. Complete the [ISP Travel Request Form – Overnight Stay](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Overnight.docx) (this form should not be used if the family is an approved homestay provider within the school).
3. Request your Homestay Provider (CAAW Option 3 and 4) to acknowledge the travel by signing the form.
4. Submit the completed travel request form with any supporting documentation to your International Student Coordinator.

#### School staff

1. After reviewing the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx), support the student to complete the [ISP Travel Request Form – Overnight Stay](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Overnight.docx).
2. Assess the travel request form to ensure it is complete and includes all supporting documentation.
3. Ensure the completion of the relevant sections of the form, including International Student Coordinator recommendation and principal approval.
4. Inform the student / parent / legal guardian in writing of the decision to approve or deny the application.
5. Ensure the travel details for the student are added into VISIT.
6. Update the student’s file, in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx?web=1).
7. Schools can download a summary of all student travel from their school’s VISIT page.

### Approving travel request – academic / tour / sport / club camp

This Procedure is aligned with the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).

#### Parent / Student

1. Discuss the travel request with your International Student Coordinator.
2. Complete the [ISP Travel Request Form – Academic / Tour / Sport / Club Camp](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Ac_Tour_Sport_Club.docx), including any WWCC information as required.
3. Request your Homestay Provider (CAAW Option 3 and 4) to acknowledge the travel by signing the form.
4. Submit the completed travel request form with any supporting documentation to your International Student Coordinator.

#### School staff

1. After reviewing the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx), support the student to complete the [ISP Travel Request Form – Academic / Tour / Sport / Club Camp](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Ac_Tour_Sport_Club.docx).
2. Assess the travel request form to ensure it is complete and includes all supporting documentation.
3. If the student is travelling unaccompanied, make an assessment of their maturity and wellbeing before approving the travel. If there are concerns, please recommend the student delay the travel until they are older or request they travel with an immediate family member over the age of 21.
4. Ensure the completion of the relevant sections of the form, including International Student Coordinator recommendation and principal approval.
5. Inform the student / parent / legal guardian in writing of the decision to approve or deny the application.
6. Ensure the travel details for the student are added into VISIT.
7. Update the student’s file, in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx?web=1).
8. Schools can download a summary of all student travel from their school’s VISIT page.

### Approving travel request – accompanied holiday travel

This Procedure is aligned with the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).

#### Parent / Student

1. Discuss the travel request with your International Student Coordinator.
2. Complete the [ISP Travel Request Form – Accompanied Holiday Travel](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Accompanied_Travel.docx), including any WWCC information as required.
3. Request your Homestay Provider (CAAW Option 3 and 4) to acknowledge the travel by signing the form.
4. Submit the completed travel request form with any supporting documentation to your International Student Coordinator.

#### School staff

1. After reviewing the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx), support the student to complete the [ISP Travel Request Form – Accompanied Holiday Travel](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Accompanied_Travel.docx).
2. Assess the travel request form to ensure it is complete and includes all supporting documentation.
3. Ensure the completion of the relevant sections of the form, including International Student Coordinator recommendation and principal approval.
4. Inform the student / parent / legal guardian in writing of the decision to approve or deny the application.
5. Ensure the travel details for the student are added into VISIT.
6. Update the student’s file, in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx?web=1).
7. Schools can download a summary of all student travel from their school’s VISIT page.

### Approving travel request – travel to and return from home

This Procedure is aligned with the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx).

#### Parent / Student

1. Discuss the travel request with your International Student Coordinator.
2. Complete the [ISP Travel Request Form – Travel to and Return from Home](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Return_Home.docx).
3. Request your Homestay Provider (CAAW Option 3 and 4) to acknowledge the travel by signing the form.
4. Submit the completed travel request form with any supporting documentation to your International Student Coordinator.

#### School staff

1. After reviewing the [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx) support the student to complete the [ISP Travel Request Form – Travel to and Return from Home](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Return_Home.docx).
2. Assess the travel request form to ensure it is complete and includes all supporting documentation.
3. Ensure the completion of the relevant sections of the form, including International Student Coordinator recommendation and principal approval.
4. If the student is travelling unaccompanied, make an assessment of their maturity and wellbeing before approving the travel. If there are concerns, please advise the student to book as an unaccompanied minor or request they travel with someone over 18 years of age.
5. Inform the student / parent / legal guardian in writing of the decision to approve or deny the application.
6. Ensure the travel details for the student are added into VISIT.
7. Update the student’s file, in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx?web=1).
8. Schools can download a summary of all student travel from their school’s VISIT page.

## Legislation

* [*Education Services and Overseas Students Act 2000* (Cth)](https://www.legislation.gov.au/Series/C2004A00757)
* [*National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)](https://www.legislation.gov.au/Details/F2017L01182/Download)
* *Migration Act 1958* (Cth)

## Related documents

* [ISP Travel Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Policy.docx)
* [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx)
* [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx)
* [ISP Complaints and Appeals Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Complaints_and_Appeals_Policy.docx)
* [ISP Travel Request Form – Overnight Stay](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Overnight.docx)
* [ISP Travel Request Form – Accompanied Holiday Travel](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Accompanied_Travel.docx)
* [ISP Travel Request Form – Academic / Tour / Sport / Club Camp](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Ac_Tour_Sport_Club.docx)
* [ISP Travel Request Form – Travel to and Return from Home](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Travel_Form_Return_Home.docx)
* [PAL Excursions (including camps and adventure activities) Policy](https://www2.education.vic.gov.au/pal/excursions/policy)
* [Standard Student Written Agreement](https://www.study.vic.gov.au/Shared%20Documents/en/Standard-Application-Written-Agreement.docx?web=1)

## Definitions

* **DE (IED)** – Department of Education – International Education Division. IED is the division in DE that administers the International Student Program in Victorian government schools. IED is not a separate entity to DE. DE is the CRICOS-registered provider.
* **DE (IED) staff** includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DE who work directly or indirectly with the ISP. This excludes school staff.
* **Homestays** are international student accommodation arranged by schools where DE (IED) is responsible for the welfare of the student at all times, including outside school hours.
* **International Student Program (ISP)**, for the purpose of this policy, is defined as the program administered by DE International Education Division (IED).
* **International students (students)** for the purpose of this policy are defined as students participating in the International Student Program (ISP) who hold a subclass 500 Student – Schools visa and have been issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.
* **Parent** refers to the parent(s) or legal guardian(s) of an international student.
* **School**, for the purpose of this document, is defined as a school accredited by DE (IED) to deliver an ISP.
* **School staff** are employees of schools, for example – International Student Coordinator, Homestay Coordinator, Head of Department, deputy principal, and principal.

## Contact and maintenance officer

1. Manager, School Support Unit
2. International Education Division
3. Department of Education
4. Level 28, 80 Collins Street, Melbourne, Victoria 3000
5. Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)
6. Phone: + 61 3 7022 1000

## Authorised

Executive Director, International Education Division

**Date of authorisation**: 02/11/2022

**Date last reviewed:** 03/04/2024

**Review frequency**: This policy will be reviewed at minimum every 24 months or when any changes arise impacting its currency, including legislative or regulation change.