International School Study Tours

Request for student to remain overseas at conclusion of tour

_____ INTERNATIONAL SCHOOL STUDY TOUR
[school]

At the conclusion of this School Study Tour, I wish my child to remain overseas. I have outlined below full details of my request and duty-of-care arrangements during the additional time overseas.

Student Name: _____

Year Level: _____ Passport Number: _____

1. My child will be returning home at a later date on / /

2. I wish to confirm that:

☐ my child will be collected in _____ by _____
[name of city] [parent's name]

☐ my child will be collected in _____ by _____
[name of city] [relative/friend's name]

☐ other arrangements have been made as follows:

_____

_____

3. When returning home my child will be:

☐ accompanied by a parent ☐ accompanied by a relative/friend ☐ travelling alone

4. During the additional period overseas, my child will be staying at:

_____

Parent name: _____ Signature: _____

Date: / /

The information collected herein is for the purpose of ensuring that your child's travel arrangements are safe and that the school has fully exercised its duty of care in respect of them. The information will only be used for the purpose of this tour and matters arising from it. It will be disclosed only to relevant school staff and volunteers or as required or authorised by law. If you have any questions or concerns about the collection, storage, use or disclosure of this information, please contact the school principal in the first instance.

TO BE HELD ON FILE AT SCHOOL

International Travel, DE International
T: 3237 0036
E: international.travel@qed.qld.gov.au

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/ pp/international-school-study-tours-procedure to ensure you have the most current version of this document.