Under 18 Travel Requests

Guide to staying overnight away from your host family, including travel requests

Only forms that are accurately complete will be considered.

As a younger student you can request permission to stay overnight with a friend or relative in Australia under limited circumstances.

**REASONS YOUR REQUEST MAY BE APPROVED**

a) Attend a special event. This may be a cultural or religious event or celebration of a special occasion on a weekend or week night.

b) Travel out of Sydney or to another state, for example, a short holiday to Queensland or Victoria.

c) Stay with a friend or relative for no longer than one week during the formal study break.

Other circumstances will be considered. Please allow time for discussion.

**TO BE APPROVED YOU MUST:**

- Have your parent’s permission
- Be supervised overnight by an adult.
- Provide photo identification including date of birth, address and phone details of this person.

**STEPS AND ROLES INVOLVED TO SEEK APPROVAL**

<table>
<thead>
<tr>
<th>STEP</th>
<th>WHO</th>
<th>WHAT THEY NEED TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student</td>
<td>Complete and return the form along with a copy of the photo identification of the supervising adult to your Student Advocacy Advisor</td>
</tr>
<tr>
<td>2.</td>
<td>Student Advocate</td>
<td>Send the form and any documentation to the Agent.</td>
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<tr>
<td>3.</td>
<td>Agent</td>
<td>Send the form and any documentation to the students’ parents.</td>
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</tbody>
</table>
| 4.   | Parents | - Assess the form.  
- Sign the form if permission is granted.  
- Return to the Agent. |
| 5.   | Agent | If the parent approves the student’s stay, return the signed form to the Student Advocate Advisor. |
| 6.   | Student Advocate | - Review, assess and approve the form if the request has met all requirements.  
- Where applicable, ask the student for accommodation and travel bookings and/or travel itinerary.  
- Communicate the outcome of the students request with the education agent, the parent, host, homestay provider as well as the student.  
- Upload the form to the student’s file. |