

**PERMISSION REQUEST
STUDENT TRAVEL**

Section 1: Basic Info

Student Name: _____ Cell Phone #: _____

Print Natural Parent Name: _____ Natural Parent Email Address: _____

Please list the Name and Phone Number of an Adult who will be responsible for the student listed above during the time frame listed in the section below:

Name: _____ Phone #: _____

Will any other TKA International students be participating in this trip? Yes No

If you answered yes above, please list first & last name of any other student(s) participating:

Section 2: Travel Details

Travel Destination(s): _____ Where will you be staying? _____

Purpose for Travel: _____ Who are you travelling with? _____

Method of Transportation: Airplane Other _____

Departure Airport: _____ Departure Date: _____ Departure Time: _____

Returning Airport: _____ Returning Date: _____ Returning Time: _____

**** Information above should be proposed plan. Do not purchase anything until you receive approval. If flight info changes, ISP Leadership must be notified immediately*

Please select () one of the following that defines the level or supervision planned for this request:

Student will be accompanied by the following adult(s) during his/her travel:

Name: _____ Age: _____ Relationship to Student: _____

Student is attending a TKA sponsored activity/trip and will be supervised directly by TKA Representatives

Student is authorized by natural parent to travel without adult supervision

Student is 18 years old or older

Section 3: Signatures

Signing below is an acknowledgement that you approve of the planned travel as listed above, and have agreed to and signed for all waivers and TKA Policy listed on pg. 2 of this request.

Host Parent Print Name: _____ Signature: _____ Date: _____

Student Print Name: _____ Signature: _____ Date: _____

Natural Parent Print Name: _____ Signature: _____ Date: _____

***** TKA International Leadership will obtain Natural Parent signature. It is critically important that Natural Parents read all notes, waivers, and policies and signed on page two of this request before signing their approval above.**

TKA INTERNATIONAL POLICY PARAMETERS FOR STUDENT TRAVEL

- Students under the age of 18 are encouraged to travel under the direct supervision of their designated Host Family, a TKA staff member, an immediate adult family member over the age of 25, or a previously approved adult chaperone over the age of 25.
- Travel for TKA International Students is a privilege, not a right. This is an educational experience as required by each student's VISA, and travel under this VISA is not the same as a tourist VISA, as dictated by the US State Department. That stated, it is the desire of TKA to work with students to see each student experience a rich and diverse cultural experience in their time here.
- All overnight visits outside of TKA Residential care (Host Parent and Dorm Network) must be approved by TKA International Leadership using this Student Travel Permission Request.
- Travel will be permitted on a case-by-case basis, and approval for such requests and the adult chaperones listed within the request will be at the sole discretion of TKA International Leadership.
- A Permission Request for Student Travel form must be completed for each student traveling.
- Incomplete permission forms will not be approved.

Violation of this policy and/or forged signatures may result in the immediate removal of the student from the International Program and an immediate return to the student's home country at the expense of the student's natural family.

<u>Additional notes to Natural Parents for the travel plans listed on Page 1 of this request:</u>

I agree to defend, indemnify, and hold harmless The King's Academy, Inc., affiliates of The King's Academy, Inc., and their respective officers, directors, employees, advisors, and agents (individually and collectively, "Indemnified Party") from and against any and all claims, demands, damages, losses, actions, causes of action, liabilities, and lawsuits, including attorneys' fees and costs, to which any such Indemnified Party may become subject arising out of or in connection with activities involving, directly or indirectly, my child's travel as authorized herein.

I understand that my child's travel is at his/her own risk. I understand that The King's Academy does not permit students under the age of 18 to travel without adult supervision as it presents an inherent and unavoidable danger to the student traveling.

Natural Parent Print Name: _____ Signature: _____ Date: _____

TKA Office Use Only
Received by: _____ Date Received: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes: _____