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**Document No. [00101/1] Published June 2020**

**OVERSEAS STUDENTS:**

**Student TraVEL PROCEDURE**

[CRICOS REGISTRATION 00643J]

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students

OVERSEAS STUDENTS: STUDENT TRAVEL PROCEDURE

This procedure must be read in conjunction with the *Overseas Students: Student Travel Policy*.

1. Overview
	1. This procedure guides school based International Private Students (IPS) Co-ordinators in the travel requirements and approvals for overseas students enrolled in ACT public schools.
2. Rationale
	1. Overseas students in ACT public schools intending domestic and/or international travel in term breaks and/or at year end must advise the International Education Unit (IEU) team of travel plans, making this notification through their IPS Co-ordinator, unless:
* 18 years or over and living independently;
* under 18 years with a parent or relative in-country as their legal guardian.
	1. The purpose of this procedure is to ensure that school based IPS Co-ordinators understand and, in partnership with the IEU team, fulfil the requirements for travel approval.
1. Procedure
	1. All overseas students, except as identified in 2.1, must advise the IEU team of travel plans for term breaks or confirm they are remaining in their usual accommodation or will be with family. Students must return to their home country, or make other approved arrangements, at the end of the school year. Those who are under 18 years, and for whom the Directorate has care, accommodation and welfare (CAaW) responsibility, additionally require IEU approval. Notifications in all instances are made through the travel approval form.
	2. Ad hoc travel in term time (eg interstate) requires completion of a travel form for students under 18 years, with evidence of being accompanied by a responsible adult and having informed the accommodation host. Students over 18 years only need to advise the host. Documentation should be emailed to ieu@act.gov.au at least 10 days before travel for IEU approval. If requests are frequent from the same student then decisions will take account of any school attendance impact.
	3. IEU staff:
* explain the requirements and process for travel by overseas students at the IEU facilitated IPS Co-ordinator Forums held each school term;
* prepare, and email to IPS Co-ordinators, student travel resources comprising a summary spreadsheet of their enrolled overseas students and travel approval forms for student completion – this is actioned in Week 5 in Terms 1, 2 and 3 and in Week 2 in Term 4;
* process submitted travel forms, including contacting overseas parents to verify the travel arrangements;
* advise student, parents, homestay host and school of the reason if travel is not approved – this is actioned by the end of Week 9 in Terms 1, 2 and 3 and Week 7 in Term 4.
	1. IPS Co-ordinators:
* distribute travel forms to students and explain requirements;
* quality assure forms completion and follow up directly with individual students about any relevant sections not filled in or if supporting documents (eg tickets) are not attached;
* complete the school summary spreadsheet;
* submit collated documentation in one response per school by the end of Week 7 in Terms 1, 2 or 3 and in Week 5 in Term 4, to ieu@act.gov.au;
* maintain a register of student sign in and out on the first and last day of each term.
1. Contact
	1. The Executive Branch Manager Universal School Support is responsible for this procedure.
	2. For support, contact the IEU on (02) 6205 9178 or via email at ieu@act.gov.au.
2. Complaints
	1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
* the IEU via email at ieu@act.gov.au or by phone on (02) 6205 9178 in the first instance;
* the Family, Students Complaints and Feedback team on (02) 6205 5429;
* online at [www.education.act.gov.au/about-us/contact\_us](http://www.education.act.gov.au/about-us/contact_us).
* see also the [Complaints Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/complaints/complaints-policy) on the Directorate’s website.
1. References
	1. **Related Policies and Documents**
* *Overseas Students: Student Travel Policy*
* *Overseas Students: Travel Application and Approval Form*