

**PERMISSION REQUEST  
STUDENT TRAVEL**

**THE KING'S ACADEMY**  
International Learning

**Section 1: Basic Info**

**\*\* DO NOT PURCHASE TICKETS until student receives approval \*\* Notify ISP immediately of any changes\*\***

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: \_\_\_\_\_ Airline/Flight # \_\_\_\_\_ Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Returning Airport: \_\_\_\_\_ Airline/Flight # \_\_\_\_\_ Returning Date: \_\_\_\_\_ Returning Time: \_\_\_\_\_

**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: \_\_\_\_\_

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