

# TRAVEL REQUEST PROCEDURES

MLI Homestay takes our role as custodian seriously when it comes to the safety of our students. The following is our Student Travel Guideline and policies regarding permissions. See conditions on page 2.



WHERE TO		TYPE OF TRIP		ADDITIONAL REQUEST		DEADLINE		TRAVEL REQUEST FORM (TRF) TYPES	
	IN Community (City or town where student lives)		Day Trip	Host Family Permission (email/text)		Prior to going		<b>GREEN TRAVEL REQUEST FORM - Permission not required:</b> This is a general waiver. By filling out this form once, natural parents authorize their child to do listed planned trips for the duration of student's programme. Host family should always be informed about student's whereabouts.	
	OUT of Community (City or town where student lives)			Online TRF					<b>YELLOW TRAVEL REQUEST FORM - Permission might be required:</b> This is a limited waiver. By filling out this form once, natural parents authorize their child to do planned trips for the duration of the student's programme. Additional permission from host family and/or MLI Homestay custodian or local coordinator is needed within the timeframe and format stated below.
	OUT of Province / Canada		Overnight	Club Permission Form	<b>2</b>	2 working days prior to trip			<b>ORANGE TRAVEL REQUEST FORM - Permission always required:</b> Each travel under these conditions will require a specific Travel Request Form (TRF) and natural parents permission within the timeframe stated below.
				Head Office					<b>BLUE TRAVEL REQUEST FORM - Permission always required:</b> Specific travel request form (TRF) will be required only for students in specific ONT + QUE. school boards. *See page 2 for school boards.
				LC/AYPC	<b>10</b>	10 working days prior to trip			<b>TRAVEL NOT PERMITTED</b>

MY TRAVEL PLANS ARE:																																								
WITH WHOM																																								
	With the Host Family			With the School (including sports teams)			With MLI Homestay and/or Local Coordinator			On Own			With Friends (including sleep overs)			With a local club outside school (sports, art etc)			On Own with friends of the Natural Family or Extended Family/Relatives																					
			any			any			any			any			any			any			any																			
	<b>Procedure:</b>																																							
	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>O</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>O</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>O</b>	<b>Y</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>X</b>	<b>X</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>O</b>	<b>O</b>	<b>B</b>	<b>O</b>	<b>B</b>	<b>O</b>	<b>B</b>	<b>O</b>	<b>B</b>	<b>O</b>	<b>B</b>	<b>O</b>
	<b>Additional Permission Request:</b>																																							
PERMISSION																																								
WHEN					<b>10</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>10</b>					<b>10</b>							<b>2</b>	<b>2</b>				<b>2</b>	<b>2</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>				

# CONDITIONS

## GREEN TRAVEL REQUEST FORM

Overnight trips with Host Family may include unique trips, or regular visits to a family cottage or relative's home.

Note: Any trip that have a travel cost greater than \$200 CAD will be moved to the ORANGE level, and will require Natural Parental Permission.

## YELLOW TRAVEL REQUEST FORM

### Conditions for travel On Own/With Friends, Out of Community

Students MUST adhere to the following travel conditions.  
Failure to abide will result in this privilege being revoked by MLI Homestay

- Must travel on public transportation that is frequent and reliable
- May NOT travel in car driven by person under age of 25, or in a taxi/uber/Lyft etc
- Must communicate plan clearly with host family and MLI Homestay – including where going, with whom
  - Bus/train number + To and From
  - To include time of departure and time of arrival back home
  - To include full name (first and last name) and phone number of friends who are travelling with them
- Must be back at host family home by 20:00 (or receive PRIOR MLI Homestay and Host Family permission if event will be later)
- Must plan travel well – NOT wait for last bus/train back
- May NOT miss school

### Conditions for With Friends, In Community, Sleepover

Specific to British Columbia - students taking a ferry to Vancouver or Victoria must submit TRF and obtain approval prior to travel.

Requests for a SLEEPOVER must meet the following criteria to be approved.  
Host Family for the overnight is:

- An approved MLI Homestay family (ie. Friend is another MLI Homestay student)
- An approved host family from another reputable Homestay Company (ie. Friend is international student from different organization)
- A local family who has agreed to host (ie. Friend is a local Canadian)

## ORANGE TRAVEL REQUEST FORM

Day Trip: For any student living in a city that borders the USA (ie. Windsor, Thunder Bay, Vancouver) in which the host family regularly travels to the USA for shopping, entertainment etc, a separate waiver may be arranged to allow for a more open permission to allow cross-border travel by the host family and/or the school.

## BLUE TRAVEL REQUEST FORM

Specifically for students in Ontario communities bordering Quebec in select school boards only. Travel must be with accompanying adult (25 yrs+) ie. Host family or school trip. \*\*Only for students in Catholic East, Upper Canada, Ottawa Catholic, Ottawa Carleton and Renfrew school boards in Ontario\*\*

## TRAVEL NOT PERMITTED

For the safety of all participants, students MAY NOT simply choose to stay over a friend's house without prior approval from MLI Homestay and/or their host family in a home that has not been vetted and approved.

### NOTE:

It is the student's responsibility to monitor the timelines for submitting travel plans, to allow MLI Homestay to arrange the required permissions. Last minute travel requests may not be accepted.

### Online TRF



<https://mlihomestay.wufoo.com/forms/pnep9811wana6w>





# HIGH SCHOOL PROGRAMME IN CANADA

## TRAVEL REQUEST – GREEN

**OPEN WAIVER** – TO BE FILLED OUT ONCE BY PARENTS AT START OF PROGRAMME. WILL APPLY FOR DURATION OF STUDENT’S PROGRAMME.

I/We the parents of \_\_\_\_\_, understand that by signing this general open waiver, I/we permit my/our child to arrange the following trips **with no further authorization needed**. We understand that my/our child will be responsible for any fees associated with the planned travel.

**NOTE:**

Any trips that have a travel cost greater than \$200 CAD will be moved to the ORANGE level and will require Natural Parental Permission.

WITH WHOM	TYPE	WHERE
With the Host family	Day Trip	In Community & Out of Community
	Overnight*	
With the School	Day Trip	
With MLI HOMESTAY and/or Local Coordinator	or Overnight	

\*Overnight trips with Host Family may include unique trips, or regular visits to a family cottage or relative’s home.

Please sign and send back this page to your agency and/or MLI HOMESTAY

Signature Parent 1: _____	Date: _____
Signature Parent 2: _____	Date: _____
Student’s signature: _____	Date: _____

## TRAVEL REQUEST – YELLOW

**LIMITED WAIVER – TO BE FILLED OUT ONCE BY PARENTS AT START OF PROGRAMME. WILL APPLY FOR DURATION OF STUDENT’S PROGRAMME.**

I/we the parents of \_\_\_\_\_, understand that by signing this general limited waiver, I/we permit my/our child to arrange the following trips **with prior permission from the host family and/or the MLI HOMESTAY Custodian or local coordinator (within the timeframe and format stated)**

WITH WHOM	TYPE	WHERE	STUDENT TO REQUEST PERMISSION			
			MLI HOMESTAY	HOST FAMILY	HOW	WHEN?
On Own	Day Trip	In Community Only		x	Email or text	Prior to going
With Friends	Day Trip	In Community		x	Email or text	Prior to going
	Day Trip	Out of Community*	x	x	Online TRF	2 working days prior
	Overnight	In Community –SLEEPOVER**	x	x	Email/text to LC/AYPC	2 working days prior
With a local club (sport, art etc)	Day Trip	In Community		x	Email or text	Prior to going
	Day Trip	Out of Community	x		Club Permission Form, Email/text to LC/AYPC	2 working days prior
	Overnight	In Community ONLY	x		Club Permission Form	2 working days prior

Online TRF (Travel Request Form)- <https://mlihomestay.wufoo.com/forms/pnep9811wana6w>

<p><b>*Conditions for travel On Own/With Friends, Out of Community</b></p>	<p>Students MUST adhere to the following travel conditions. Failure to abide will result in this privilege being revoked by MLI HOMESTAY</p> <ul style="list-style-type: none"> <li>• Must travel on public transportation that is frequent and reliable</li> <li>• May NOT travel in car driven by person under age of 25, or in a taxi/uber/Lyft etc</li> <li>• Must communicate plan clearly with host family and MLI HOMESTAY – including where going, with whom               <ul style="list-style-type: none"> <li>○ Bus / train number +To and From</li> <li>○ To include time of departure and time of arrival back home</li> <li>○ To include full name and phone number of friends who are travelling with them</li> </ul> </li> <li>• Must be back at host family home by 20:00 (or receive <u>PRIOR</u> MLI HOMESTAY and Host Family permission if event will be later)</li> <li>• Must plan travel well – NOT wait for last bus/train back</li> <li>• May NOT miss school</li> </ul>
<p><b>** Conditions for With Friends, In Community, Sleepover</b></p>	<p>Requests for a SLEEPOVER must meet the following criteria to be approved.</p> <ul style="list-style-type: none"> <li>• Student must submit email/text to LC/AYPC 2 days in advance with details of sleepover family</li> </ul> <p>Message must include the following for consideration and approval:</p> <ol style="list-style-type: none"> <li>1. Name of student who has invited you to sleep over</li> <li>2. Name, address and telephone # /email of adult/parent where you will be sleeping</li> <li>3. Indicate sleepover family is...           <ol style="list-style-type: none"> <li>a. An approved CISS MLI family (ie. Friend is another CISS MLI student)</li> <li>b. An approved host family from another reputable Homestay Company (ie. Friend is international student from different organization)</li> <li>c. A local family who has agreed to host (ie. Friend is a local Canadian)</li> </ol> </li> <li>4. Will there be an adult home during the night</li> <li>5. Have you already talked with your own host family about this and received their agreement?</li> <li>6. What is your plan to get there/home?</li> </ol>

Please sign and send back this page to your agency and/or MLI HOMESTAY

Signature Parent 1: _____	Date: _____
Signature Parent 2: _____	Date: _____
Student’s signature: _____	Date: _____

## TRAVEL REQUEST FORM REQUIRED - ORANGE

**THE FOLLOWING TRAVEL REQUESTS REQUIRE NATURAL PARENTAL PERMISSION FOR EACH REQUEST.**

A TRF (Travel Request Form) must be submitted by the student within the appropriate timeframe, and will require Natural Parental Permission, within the appropriate timeframe, to allow the student to travel as per each individual plan.

**It is the student's responsibility to monitor the timelines for submitting travel plans, to allow MLI HOMESTAY to arrange the required permissions. Last minute travel requests may not be accepted.**

WITH WHOM	TYPE	WHERE	STUDENT TO REQUEST PERMISSION			
			MLI HOMESTAY	NATURAL PARENTS	HOW	WHEN?
On Own with friends of the Natural Family or Extended Family/Relatives	Day Trip or Overnight	In Community & Out of Community	x	x	Online TRF	10 Working Days Prior
With a local club (sport, art etc)	Overnight	Out of Community	x	x	Online TRF Club Permission Form	
ANY TRAVEL (except On Own or With Friends)	Day Trip* or Overnight	Out of Canada	x	x	Online TRF	

Online TRF (Travel Request Form)- <https://mlihomestay.wufoo.com/forms/pnep9811wana6w>

*\*For any student living in a city that borders the USA (ie. Windsor, Sault Ste. Marie, Brockville) in which the host family regularly travels to the USA for shopping, entertainment etc, a separate waiver may be arranged to allow for a more open permission to allow cross-border travel by the host family and/or the school.*



## TRAVEL REQUEST FORM - BLUE

**\*\*Only for students in Catholic East, Upper Canada, Ottawa Catholic, Ottawa Carleton and Renfrew school boards in Ontario\*\***

**OPEN WAIVER** – TO BE FILLED OUT ONCE BY PARENTS AT START OF PROGRAMME. WILL APPLY FOR DURATION OF STUDENT’S PROGRAMME.

I/We the parents of \_\_\_\_\_, understand that by signing this general open waiver, I/we permit my/our child to arrange the following trips out of province **with no further authorization needed**, provided they are travelling with an accompanied adult. We understand that my/our child will be responsible for any fees associated with the planned travel.

**NOTE:**

Any trips that have a travel cost greater than \$200 CAD will be moved to the ORANGE level, and will require Natural Parental Permission.

WITH WHOM	TYPE	WHERE
With the Host family	Day Trip	Cross border province (ONTARIO/QUEBEC)
	Overnight	
With the School	Day Trip	
With CISS MLI and/or Local Coordinator	or Overnight	

*Travel on own with friends is not permitted. Students must be accompanied out of province by adult 25 years+.*

Please sign and send back this page to your agency and/or CISS MLI

Signature Parent 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Parent 2: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRAVEL NOT PERMITTED - RED

THE FOLLOWING TRAVEL REQUESTS ARE NOT PERMITTED UNDER THE MLI HOMESTAY PROGRAMME

WITH WHOM	TYPE	WHERE
On Own	Overnight	In Community – SLEEPOVER with a Host Family who is unknown to MLI HOMESTAY must be pre-approved in advance.  <i>** For the safety of all participants, students MAY NOT simply choose to stay over a friend's house without prior approval from MLI HOMESTAY and/or their host family in a home that has not been vetted and approved.</i>
	Overnight	In Community & Out of Community
	Day Trip	Out of Community
	Overnight	
	Day Trip or Overnight	Out of Canada
With Friends	Overnight	Out of Community
	Day Trip or Overnight	Out of Canada



# HIGH RISK ACTIVITY WAIVER

WARNING, ASSUMPTION of RISK, LIABILITY RELEASE, INDEMNITY and HOLD HARMLESS AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING.

THIS IS A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.

Student's Name	<i>(Hereinafter referred to as 'Student')</i>
Destination	
Sport/Activity	<i>(Hereinafter referred to as 'The Activity')</i>
Accompanied by	
Date of Activity	

### SKIING/SNOWBOARDING



Students who check this box are confirming they have indicated their ski level on the MLI CISS application form, and therefore will be permitted to have a blanket waiver for ski/snowboard season by signing this form. Any waivers required by the ski hills directly will also require natural parents' signature.

*Note: For students who are beginner level or trying ski/snowboard activity for the first time: they MUST get at minimum 1 lesson at the ski hill (at their cost). This is a requirement for them to ski/snowboard. They must also never go alone to the hill – always with their host family or other responsible adult*

### PARTIES:

"The Undersigned" applies to both the Student and the Student's parent or legal guardian when the Student is under the age of 18.

The Undersigned agree and understand that the Activity has the potential to be HAZARDOUS AND INVOLVE THE RISK OF PHYSICAL INJURY OR DEATH.

The Undersigned agree and understand that there are risks associated with strenuous physical exertion and with participating in the Activity, injuries and/or death may result from engaging in the Activity. The Undersigned agree and understand that risks include, but are not limited to: use of equipment and ropes, equipment failure, improper use of equipment, slipping, falling, natural and manmade hazards, surface and environmental conditions, changing weather conditions, uneven and/or slippery conditions, the condition of the Student, dehydration, and high elevation.

In consideration for allowing the Student to participate in the Activity, the Undersigned hereby assume all risks associated with the Student's participation in the Activity. Additionally, The Undersigned AGREE TO





## HIGH SCHOOL PROGRAMME IN CANADA

HOLD HARMLESS, RELEASE, DEFEND AND INDEMNIFY CISS Inc., MLI Inc., MLI Homestay Inc., all of their employees and coordinators, the sending organization/agency, the school in which the Student is placed, and the family with whom the Student resides (each referred to hereinafter as a "Released Party") from any and all liability and/or claims for injury or death to persons or damage to property arising from the Student's participation in the Activity, including those claims based on any Released Party's alleged or actual NEGLIGENCE or BREACH OF any express or implied warranty.

By signing this release, the Undersigned agree NOT TO SUE any Released Party and agree they are releasing any right to make a claim or file a lawsuit against any Released Party. The Undersigned further AGREE TO DEFEND AND INDEMNIFY each Released Party for any and all claims of the Undersigned and/or a third party arising in whole or in part from the Student's participation in the Activity. The Undersigned agree to pay all costs and attorney's fees incurred by any Released Party in defending a claim or suit brought by or on behalf of the Undersigned.

In the case of a minor Student, the undersigned parent or legal guardian acknowledges that he/she is also signing this release on behalf of the minor Student and that the minor Student shall be bound by all the terms of this release. Additionally, by signing this release as the parent or legal guardian of a minor Student, the parent or legal guardian understands that he/she is waiving certain rights on behalf of the minor that the minor otherwise may have. The undersigned parent or legal guardian agrees that but for the foregoing, the minor Student would not be permitted to participate in the Activity.

By signing as the parent or guardian of the Student, the Undersigned assumes representation as the legal parent or guardian of the minor Student AND ACCEPTS FULL RESPONSIBILITY.

This release shall be binding to the fullest extent permitted by law. If any part of this release is deemed to be unenforceable, the remaining terms shall be an enforceable contract between the parties. This release shall be binding upon the assignees, subrogors, distributors, heirs, next of kin, executors and personal representatives of the Undersigned.

I HAVE CAREFULLY READ THE FOREGOING LIABILITY RELEASE, UNDERSTAND ITS CONTENTS, AND AM AWARE THAT I AM RELEASING CERTAIN LEGAL RIGHTS THAT I OTHERWISE MAY HAVE.

Please sign and send back this page to your agency and/or CISS MLI

Parent Signature: \_\_\_\_\_

Parents Full Name: \_\_\_\_\_

Date: \_\_\_\_\_