

Instructions and Conditions of Application

1. This application must be submitted no later than one week prior to your requested overnight stay or holiday departure date.
2. Only complete applications will be accepted. Your complete application **and** supporting documents should be sent to ISA Student Advocates via email: info@studentguardians.com.
 - a. Supporting documents include: a copy of your itinerary, accommodation information, name(s), and contact details of who you will be travelling with, any travel tickets (such as flight, train, or bus tickets), and a letter of support from your parent / legal guardian, Passport or Driving License/Photo ID of your guardian.
3. This application must be signed by your parent / legal guardian.
4. If approval is granted, you will receive an email notification from your Under 18 Coordinator.
5. If you are travelling to and from the airport at risky hours, you must book UWA transport services at your own cost. Risky hours include any time between 10.00pm and 6.00am.

Section 1: Personal Details – To be Completed by Student

Family Name _____ Given Name _____

Date of Birth _____ Student ID _____

Email _____ Mobile Number _____

Section 2: Type of Travel – To be Completed by Student

Please tick one of the following:

- ☐ I will be staying outside my approved accommodation within Perth (please complete Section 3 and 5).
- ☐ I will be holidaying in Australia (please complete Section 3 and 5).
- ☐ I will be traveling outside of Australia, i.e., returning to my home country and care of my parent / legal guardian (please complete Section 4 and 5).

Section 3: Local / Domestic Travel Details – To be Completed by Student

Briefly explain your travel plans, including dates

Travelling Companion (must be over 18)

Full Name _____ Relationship _____

Mobile Number _____ Email _____

Date of Birth _____ Destination Address _____

Section 4: Overseas Travel Details – To be Completed by Student

Departure Date/Time from Perth _____ Return Date/Time to Perth _____

Are your departure/return times during risky hours (between 10.00pm and 6.00am)? YES / NO
If you've answered YES, you must book UWA transport services at your own cost.

Parent / Legal Guardian's Email and Mobile Number _____

Parent / Legal Guardian's Address _____

Section 5: Declaration – To be Completed by Student and Parent / Legal Guardian

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documents and certificates, is correct. I hereby authorise the University to contact the authority concerned for the purpose of verifying any information supplied.

Student Signature

Name and Date

Parent / Legal Guardian Signature

Name and Date

Please attach one of the following as proof of identify of your Parent / Legal Guardian.

☐ Passport ☐ Driving License / Photo ID

Section 6: Checklist – To be Completed by ISA Student Advocates

Document / Action	ISA Caregiver	Note
Flight itinerary (if applicable)		
Airport transportation confirmed by Caregiver (if applicable)		
Parent / Legal Guardian letter of support (required)		
Parent / Legal Guardian passport or photo ID (required)		
Caregiver to confirm student arrival at destination (required)		
Caregiver to confirm student return to approved accommodation (required)		

Section 7: Approval – To be Completed by UWA / UWA College / UWA CELT Staff Member

Approved ☐ Yes ☐ No

Comments:

Authorised Staff Member Signature

Name and Date