

International Students Under 18 Excursion/Overnight Stay Permission Form



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Internationalunder18s@melbournepolytechnic.edu.au

1. This application form is for under 18 international students only.
2. Please ensure all sections are completed clearly, typing or printing in BLOCK LETTERS. Missing or incorrect information may cause delays in the application process.
3. This form is to be used by international students under the age of 18 years in order to apply for permission from their guardian to undertake any excursion or overnight stay at an address other than approved by Melbourne Polytechnic.
4. A copy must be sent to internationalunder18s@melbournepolytechnic.edu.au

1. STUDENT DETAILS

Student ID

Family name

Given name

Date of birth..... OSHC Policy Number.....

Email ID

Mobile

2. ACTIVITY DETAILS

Date(s) of Excursion

Event is organized by

Person in charge (Full Name)..... Mobile.....

Email.....

Destination(s) for the activity.....

Address (in case of overnight stay)

Town / City Post Code

Telephone Mobile

3. IF THIS ACTIVITY/EXCURSION REQUIRES AN OVERNIGHT STAY AT AN ADDRESS OTHER THAN THE APPROVED ACCOMMODATION, PLEASE PROVIDE ADDRESS INFORMATION

Address

Street

Town / City Post Code

Telephone Mobile

4. GUARDIANSHIP DETAILS

Guardianship company name

Family name of approved guardian Given names of approved guardian

Approved guardian's address in Melbourne/Australia

Telephone..... Mobile.....

Approved guardian's email address

5. MEDICAL AUTHORISATION

All data provided by the individual shall be kept in confidence and used only in the event of an accident or emergency.

- (1) Are you taking any medication? (If yes, provide details)

- (2) Are you suffering any injury? (If yes, provide details)

- (3) Do you suffer from asthma? (If yes, provide details)

- (4) Do you have any allergies? (Food, drug or other allergies. If yes, provide details)

- (5) Are there any other medical or other conditions which staff should be aware of in relation to participating in this excursion?

- (6) Could you please provide any information which you would like Melbourne Polytechnic to take into consideration in the event of an emergency?

In the unlikely event of an emergency, Melbourne Polytechnic/person in charge of the excursion may be required to give permission to hospital or first aid practitioners to provide treatment to the named student and to do the following:

Provide hospital or first aid staff with permission to provide whatever treatment necessary to facilitate the recovery of your student

Contact the parents/guardians as soon as possible

Contact the Homestay host

Contact the compliance welfare officer

I give permission to Melbourne Polytechnic to seek Medical treatment for him/her, including calling an ambulance, in case of a medical emergency or if urgent medical treatment is required.

Custodian's name Custodian's signature

Date:

6. GUARDIAN'S APPROVAL

I acknowledge that as the guardian of the named student, I grant permission for him/her to attend excursions involving a supervised activity off campus, which may involve the use of public transport and being in public places. In case of emergency I authorise those in charge to take any steps they may consider necessary for the safety or wellbeing of the named student, including ambulance travel, medical treatment, hospitalisation, etc.

Guardian's signature Date.....

Print Name.....

7. HOMESTAY HOST'S ACKNOWLEDGEMENT

I acknowledge and support approval of this application for an excursion or overnight stay in the accommodation detailed on this form.

Homestay host signature..... Date.....

Print name.....

8. INTERNATIONAL OFFICE ACKNOWLEDGMENT

Excursion/overnight stay permission form received

Confirmation