



# Pan Atlantic Foundation

## PAF Travel Policy and Instructions

- ❖ If the HF will be out of town and has made an arrangement for their student to stay with friends/family while they are away, the friend/family's contact information needs to be provided to their AREA REPRESENTATIVE (AR) who will provide it to the PAN ATLANTIC FOUNDATION (PAF) Office. The AR contact information should be provided to the temporary hosts. PAF will also need to conduct criminal background checks on any individuals in the household who are 17 or older if the stay is 4 or more days in length. (no form required)
- ❖ If HF is planning a brief trip away from home with their student (e.g. to a relative's home or for a holiday), HF must inform the AR and provide itinerary and contact numbers. \* **If Air Flight is involved, travel form must be filled out.**
- ❖ If a student plans to stay the night at a friend's home, the HF needs to know where the student will be and have a phone number where the student can be reached. (no form required)
- ❖ Travel with PAF AR is allowed. (Travel request form may be required depending on length of trip and destination.)
- ❖ **End of Year Travel:** Students are expected to depart within 7-10 days after the last day of school. If natural parents will be arriving to travel with their student, the PAF Office needs to be notified and student will be considered off program once they depart the host community. It is expected that all students will depart the U.S.A. by January 28 or June 28, the official program end dates.
- ❖ A Travel Request Form needs to be submitted to the PAF Office for any student wishing to travel without their HF (i.e. school trips, friends, natural parents, etc.).
- ❖ **Students are not permitted to travel independently at any time during the program.**
- ❖ **Travel without HF AND International Travel requires travel form and prior approval.**
- ❖ **If a HF plans International Travel with their student, HF (with the help of their AR) should do the following:**

- Submit a Travel Request form for approval to the PAN ATLANTIC FOUNDATION Office (3 weeks minimum).
- Check Visa requirements for the student and country to visit. They may differ from requirements for a U.S. citizen AND apply for the Visa, if applicable.
- Check that the student's U.S. Visa allows for multiple entries back into the U.S. (Look for an 'M' under Entries.)
- Mail the Original paper DS-2019 (**Only the Student will have this document**) form to the PAF Office for travel validation by a Responsible Officer. (This is required to re-enter the U.S.)

**It is highly recommended that the DS2019 is sent through a traceable service, UPS, FedEx, etc.**



## PAN ATLANTIC FOUNDATION Travel Request Form

Follow specific attached instructions.

Complete form with all signatures and return to PAF.

- Domestic Travel - the PAF Office must receive this completed form at least 2 weeks prior to travel.
- International Travel - the PAF Office must receive this form least 3 weeks in advance.

Visa is required for student to travel?

Student's U.S. visa allows for multiple entries?

Student traveling with Natural Parents?

**Do not pay for any travel arrangements without receiving approval from the PAF Office.**

If approved and travel changes, please notify your AR or any PAF staff member immediately.

Student First Name \_\_\_\_\_ Student Last Name \_\_\_\_\_ Student Country & ID \_\_\_\_\_ Travel Dates \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ with: HF School Other \_\_\_\_\_  
(City, State, Country) (City, State, Country)

Student will be staying with: \_\_\_\_\_  
Name of Responsible Adult Relationship to Student Phone Number

Address (responsible adult, hotel/resort/other) \_\_\_\_\_ City State Zip \_\_\_\_\_ Responsible Adult's Email \_\_\_\_\_

Travel by means of (check all that apply) car airplane train bus

EXPECTED STUDENT EXPENSES: \$

➤ Will student miss any school? If YES, do you have school permission and a plan for missed work?

➤ **The Responsible Adult must sign the following:** I/We hereby request that the above-named student be permitted to visit or travel with me/us on the dates and via the itinerary listed above. I/We agree to contact PAF at 1.866.227.5335 regarding any changes to plans.

Responsible Adult Signature:

Date:

PAN ATLANTIC FOUNDATION AREA REPRESENTATIVE

I confirm that the HF of the above named student, agree to allow their student to participate in the travel listed above. If the travel occurs while school is in session, I confirmed with \_\_\_\_\_ (Name of school official and title) that the above named student be excused from classes to take part in the travel above. The student agreed to make up missed coursework. I have no objections to the student's participation in the travel listed above.

AR Signature:

Date:

NATURAL PARENTS: Travel permission form signed in student application (signatures not required below) OR

We, \_\_\_\_\_, parents of the above named student, agree to allow our son/daughter to participate in the travel listed above. We further agree to hold harmless PAF, its staff, its hosts, its representatives and its partner organizations for our son/daughter's welfare, and assume all responsibility for his/her well-being, including travel arrangements, lodging and meals, supervision, and any and all costs associated with travel. PAF is not responsible for any costs associated with missed, delayed or canceled travel or costs including but not limited to fees, lodging or rebooking. We release PAF, its staff, its hosts, its representatives and its partner organizations from any responsibility or liability during our child's participation in the travel listed above. We further recognize that the health and accident insurance provided may not be valid for any travel outside of the United States, and that any time that a student travels outside the United States, he/she may experience great difficulty re-entering the United States to complete the Program.

Natural Parent Signature

Date:

RD Signature and Date approved:

Date: