



ICES USA EXCHANGE PROGRAM

Travel Release Form

This Form is Required by ICES 21 days in Advance of All Student Travel

5556 Stage Road, Concord, VA 24538; Phone 800-344-3566; Fax 434-993-9129; travelrequest@icesusa.org; www.icesusa.org

STUDENT INFORMATION		
Last/Family Name:	First/Given Name:	
Student ICES ID Number:	Country:	
TRAVEL PLAN INFORMATION		
Purpose of Travel:		
Destination Address (hotel, resort, residence etc):		
City:	State:	Zip Code:
Telephone:	How much will this trip cost the Student:	
This trip is supervised by:	Supervisor Telephone:	
Relationship to the Student:	Departure Date:	Return Date:
Mode of Transportation: Bus Train Airplane Car Other:		
HOST FAMILY INFORMATION		
Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone:	Email Address:	
TRAVEL LIABILITY RELEASE & SIGNATURES		
<p>I hereby request permission from my natural parents, the host family, my high school and ICES for the above travel. I hereby confirm that I fully understand that during the period mentioned, I am responsible for any and all expenses and travel arrangements. I hereby agree to indemnify and hold harmless International Cultural Exchanges Services, the Overseas Organization and the Host Family.</p>		
Student Signature:	Date:	
Host Parent Signature:	Date:	
Natural Parent/Guardian Signature:	Date:	
Natural Parent/Guardian Name:		
Local Coordinator Signature:	Date:	
Local Coordinator Name:		
OFFICIAL HIGH SCHOOL APPROVAL		
<p>As the official representative of the student's high school, in accordance with the travel plans as stated above, the student's absence(s) will be excused and he/she will be allowed to make up work missed.</p>		
High School Officer Signature:	Date:	
High School Officer Name:	Title:	
High School Name and Address:		
<i>Internal ICES Use Only:</i>		
Approved by ICES:	Yes No	If no, reason:
ICES Officer Signature:	Date:	
Method of Notification to Student:	Date:	

ICES Local Coordinator/Regional Director please submit completed form by email travelrequest@icesusa.org or fax 434-993-9129.