

EQI Holiday Adventure Program application form

This form is to be used by [overseas students](#) enrolled in an Education Queensland International (EQI) program ('students'), who wish to participate in an EQI Holiday Adventure Program.



Privacy statement

The Department of Education and Training (DET) trading as Education Queensland International (EQI) is collecting personal information on this form, including names, contact details and medical information for the purpose of administering the EQI Holiday Adventure Program, to verify information provided and to contact applicants, parents and school staff (for example, to request further information). If you live with a homestay provider, your school will inform them of your application and participation (if you are accepted). The information on this form will be made available to employees of the DET involved in administering the EQI Holiday Adventure Program and to the approved tour provider delivering the holiday adventure program. This information will be given to supervising staff accompanying the Holiday Adventure Program. Some of the information you provide will be disclosed to insurance organisations, tour operators, airlines, travel companies, accommodation providers and other external parties involved in providing services to the group as part of the Holiday Adventure Program. Relevant information will be given to medical professionals in the event you require medical attention while on an EQI Holiday Adventure Program. Please refer to 'Medical' in the [EQI Standard terms and conditions](#) for further information. The information will not be used or disclosed for any other purpose without your consent unless the use or disclosure is required or authorised by law.

How to complete this form

1. Please tick where appropriate.
2. Complete Section A: Student details (please use name as written on passport).
3. Complete Section B: Holiday Adventure Program selection.
4. Sign Section D: Student's agreement.
5. Give the form to your parent/legal custodian to complete Section E.
6. Give the form to your international student coordinator with all required supporting documents attached.
7. School principal to complete Section F: Approval – Principal (or delegate) for students in EQI homestay (only).
8. International student coordinator to scan and email completed form to susan@tatours.com.au.
 - For enquiries, please phone 1800 316 540 (within Australia).

Important

- You must follow your school's instructions on submitting this form (e.g. timeframes) – please see your international student coordinator if you have any questions.
- You **must not** participate in high risk activities.
- You must keep your international student coordinator informed of any changes to your emergency contact details.

Section A: Student details					
Given name:		Surname:			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Date of birth:		Nationality:		EQI Student ID:	
School:				Year level:	
Email:			Mobile number:		
Special requirements					
<p>Please consider the information you have provided and all information about the EQI Holiday Adventure Programs and provide details of any special requirements you may have. For example: adjustments for impairment; mobility aides or assistance; religious requirements; medical conditions; dietary requirements (such as allergies, halal, vegetarian, gluten free); any special requirements for air travel or accommodation. If you do not have any special requirements, please indicate N/A below. Further information may be requested to assess if and/or how your special requirements can be accommodated on the program.</p>					

Section B: Holiday Adventure Program selection

<input type="checkbox"/>	Northern safari <i>Travel dates: 16 to 30 September 2017</i>	<input type="checkbox"/>	Sydney safari (long) <i>Travel dates: 26 September to 1 October 2017</i>
<input type="checkbox"/>	East Coast safari <i>Travel dates: 17 to 25 September 2017</i>	<input type="checkbox"/>	Fraser Island safari <i>Travel dates: 29 September to 1 October 2017</i>
<input type="checkbox"/>	Sydney safari (short) <i>Travel dates: 16 to 19 September 2017</i>	<input type="checkbox"/>	Southern safari <i>Travel dates: 25 November to 1 December 2017</i>

Please note:

- places are limited
- Terra Australis Tours Pty Ltd will invoice you and your parent upon receipt of your application
- your participation will only be confirmed once payment has been received by Terra Australis Tours Pty Ltd.

If you require flight/s from a regional location to the tour starting point (please see itinerary), please nominate the airport you wish to depart from and return to (e.g. Townsville).

Further information about flights will be provided if your application is confirmed by Terra Australis Tours Pty Ltd. Please note, you may be required to travel unaccompanied to and from your regional location.

Section C: Holiday Adventure Program details

Travel/activity location/s:	See itinerary published at https://eqi.com.au/for-students/holiday-adventure-program <i>A more detailed itinerary will be issued once your registration has been confirmed by Terra Australis Tours Pty Ltd.</i>
Name & details of supervisor/s:	Tour supervisor details will be supplied by EQI prior to the Holiday Adventure Program departure date

Holiday Adventure Program departure and return times will be confirmed at least 7 days prior to the published departure date.

Section D: Student's agreement

- I have read and understood the privacy notice at the beginning of this application form;
- I have read and understood the Section H Tour rules and if I participate in the Holiday Adventure Program I agree to comply with the tour rules; and
- all information provided in this application form is true and accurate to the best of my knowledge.

Name:		EQI student ID:	
Signature:		Date:	

Section E: Parent/legal custodian agreement

- I give permission for the student stated in Section A to participate in an EQI Holiday Adventure Program selected in Section B;
- I have read and understand the privacy notice at the beginning of this form; and
- I have read and understand the Section H Tour Rules.

I agree:

- the student's participation in the Holiday Adventure Program may be revoked in accordance with the Tour rules Section H and the Department is not responsible for any loss or damage if the student's participation is revoked;
- the student is under the care and control of the tour supervisors whilst participating in the Holiday Adventure Program;
- the consequences for breach of the tour rules, misbehaviour or inappropriate conduct may involve the student's school being notified, the student being sent back to their homestay or an emergency placement, if their homestay is not available and any other disciplinary action in accordance with the [EQI Standard terms and conditions](#);
- I will be responsible for all costs associated if the student is sent home in such circumstances;
- the Department is not responsible for any loss or damage if the student is sent home in circumstances mentioned above; and
- to assist and/or encourage the student to comply with the tour rules.

Name:		Email:	
Signature:		Date:	

Section F: Approval – Principal (or delegate)

Instructions

- Consider the student’s school attendance, discipline and behavioural history in providing your approval for the student to participate in an EQI Holiday Adventure Program. If the student has an individual health plan, an emergency health plan and/or an authority to administer medication form, please attach a copy to this form.
- Assess the request taking into account: the age, maturity and behaviour of the student; their capabilities and trustworthiness and the tour itinerary.
- Parental approval is required in Section E. If a signature is not obtained and consent is provided via other means (e.g. phone call or email) then the school must note the date this occurred in this section. Attach a copy of any email to this form. Final approval lies with the Principal (or delegate).

I give permission for the student stated in Section A to travel and participate in the Holiday Adventure Program selected in Section B.

I **DO NOT** give permission for the student stated in Section A to travel or participate in the Holiday Adventure Program.

Reason for not granting permission:

Name:

Signature:

Date:

School:

Position:

(if delegate)

Section G: Cancellation policy

- All flights are non-refundable except where Australian Consumer Law provides otherwise.
- The cancellation policy is as follows:
 - **59 to 35 days = loss of 60% of full fare**
 - **34 to 14 days = loss of 80% of the full fare**
 - **13 days or less = no refund**
- If the tour is cancelled by EQI or the tour provider, the student will be able to transfer to another tour of equal value or a full refund will be provided

Section H: Tour rules

Before the tour

I agree to:

- abide by the Travel and Activities clause included in EQI's Standard terms and conditions, which are published at <https://eqi.com.au/for-students/policies-procedures/travel-procedure>;
- comply with all reasonable requests by the organisers for any additional information or documentation for the purposes of organising the Holiday Adventure Program (including but not limited to arranging and booking transport, tours and accommodation);
- participate in all pre-tour program briefings; and
- have my selection in the tour revoked if:
 - I am suspended from school or my enrolment is cancelled; or
 - I do not have and maintain a school attendance record and behaviour that is satisfactory to the Department.

On the tour

I agree to:

- my parents being given information about me, including (but not limited to) my behaviour on the tour and any health or wellbeing issues or concerns;
- the tour supervisors immediately dealing with any breach of these Tour rules by imposing appropriate consequences, including notifying my parents. In serious cases, my school will also be notified (with additional consequences imposed by the school under the school's Behaviour management plan) and I may be sent back to my homestay (under supervision) or an emergency placement, if my homestay is not available at my own/my parents' expense;
- follow all lawful and reasonable directions of the tour supervisors;
- be punctual;
- be courteous to and respectful of tour supervisors, other participants, tour guides, transport and accommodation providers and all other persons involved in the tour;
- be considerate of the general public at all times and respect local customs and values;
- obey all laws of Australia and take responsibility for my behaviour;
- behave in a manner which upholds and promotes the highest standards of integrity and dignity;
- only depart from the tour supervisors if I am in group of three or more and prior permission is obtained;
- take reasonable care to protect my own safety and the safety of the others on the Holiday Adventure Program at all times;
- be responsible for the safe keeping of my personal possessions and travel documentation whilst in while on the tour. Lost property must be reported at the first available opportunity to the tour supervisor;
- not have sexual contact, smoke, consume alcohol or take non-prescription drugs at any stage during the Holiday Adventure Program;
- attend and participate in the planned activities throughout the tour unless I have the express permission of one of the tour supervisors not to do so. Reasons not to participate in the planned activities may include, but are not limited to, injury and illness (after consultation with the tour supervisors);
- attend any arranged meetings of the Holiday Adventure Program group (e.g. each morning, to receive information and instructions regarding the day's activities);
- show respect for the property, facilities and staff (including bus, tour company, accommodation sites, tourist sites, aeroplanes);
- not damage, vandalise (including graffiti or putting initials on any object) or remove any artefacts from tourist sites even if they appear insignificant or worthless;
- obey all conditions of entry at the various tourist sites visited while on tour;

- remain as a group, or with a tour supervisor, while touring;
- carry a copy of the program itinerary at all times and ensure I have a copy of the current accommodation address and phone numbers. If I become lost I am to telephone the tour supervisor by mobile phone, if this is unsuccessful, I am to go by taxi to the accommodation site and notify staff of my return; and
- be responsible for bringing my own spending money and covering the cost of personal expenses (including meals that are not included in the itinerary), excess baggage fees and any excess payable for claims made against my travel insurance policy (if applicable).

Digital devices

I agree:

- that taking digital devices on the trip is at my own risk and I am responsible for insuring for loss/theft;
- to follow instructions, related to the use of digital devices, given by people of authority (i.e. tour supervisors, airline and airport staff);
- email (preference) or text family members at an appropriate time and refrain from emailing or texting during meal times /attraction visits;
- to be responsible for global roaming, Wi-Fi, or data charges;
- to use digital devices in an appropriate manner that does not disrespect other members of the group or the broader community; and
- to seek permission before taking close up photos of any individuals or small groups.

Transport

I agree to:

- seek permission from a tour supervisor before leaving the group at the airport. If leaving the group, I must be in a group of three or more, have a watch or phone set on the time at the airport and check in with tour supervisors at the departure gate at the designated time;
- be responsible for my own luggage and not leave bags unattended unless specifically directed by the tour supervisors or airport authorities;
- ensure that my luggage conforms to the dimensions and weight in line with their ticketing/airline arrangements or the limits imposed by the tour provider;
- wear seatbelts, life jackets and safety helmets when/if provided; and
- remain on the bus I am allocated to and notify the tour supervisor at the first available opportunity if any student/s are missing from the group.

Accommodation

I agree to:

- not venture outside the precincts of the accommodation unless as part of the official tour or with the permission of tour supervisors;
- socialise in common areas (dressed appropriately e.g. no pyjamas or bare feet) of the accommodation site as long as tour supervisors are present;
- not enter the rooms of students of the opposite sex at any time;
- keep noise and music to a minimum;
- not order room service, take items from the mini bar (if staying in a hotel) or use the in-room phones other than to contact the tour supervisors, if required;
- not take items from the accommodation such as towels or coat hangers;
- not damage or destroy any property in the accommodation belonging to someone else (e.g. the accommodation provider or another guest);
- not invite any visitors (outside the tour group) to accommodation, unless prior approval has been given by a tour supervisor;
- check for any damage to the premises on arrival and notify supervising staff;
- attend toilets and shower facilities in pairs where they are located away from sleeping areas; and
- keep my room tidy.

Meals

I agree to:

- be responsible for managing any food allergies at meal times;
- sit adjacent to a tour supervisor at meal times, if I have a serious food allergy;
- take spare food with me if I cannot eat meals supplied; and

- travel with an EpiPen, if required.

Health/wellbeing/safety

I agree to:

- travel with required medication, such as an EpiPen, asthma medication etc.;
- being monitored by tour supervisors in the use of medication;
- disclose to the tour supervisors any matter which might adversely affect my health, wellbeing or safety at any point during the Holiday Adventure Program. This includes immediately reporting any accidents, illness, security issues or risk to tour supervisors; and
- look out for the health, wellbeing and safety of fellow students (and in particular room-mate/buddy) and report any concerns immediately to the tour supervisors.

Consequences for breaching tour rules

I agree:

- that a breach of these tour rules may result in my participation in the program being cancelled and being returned to my homestay provider or an emergency placement if my homestay provider isn't available; and
- that my parent/legal custodian and host school will be notified and any additional expenses incurred will be the responsibility of my parent/legal custodian.