



STUDENT TRAVEL GUIDELINES

ACADEMIC YEAR PROGRAM

Student Travel Policies

- Approval for travel is required for all overnight travel outside the host community. An exemption is that students traveling in the U.S. with their host parents for up to three nights do not need pre-approval.
- Approval is also required for travel within the host community for more than three nights without the host parents.
- Student travel should not conflict with the student's school schedule. Attendance on school days is necessary to ensure the student's academic success while on program.
- NOD acknowledges that some travel (school, host family, BELO USA or NOD-led trips) may conflict with school schedules. Travel approval is decided on a case-by-case basis and depends upon several factors, including student academics and behavior. If academic or behavioral changes occur after travel is approved, students may have their travel approval rescinded and are responsible for any costs.
- Students should submit all required forms for travel and receive permission from the NOD National Office before they purchase tickets or make deposits. The purchase of travel insurance is highly recommended, however students will be responsible for any cancellation fees not covered by insurance if their travel plans are denied.
- Travel approval or denial will be communicated via email by the NOD Travel Coordinator to the student, host family, Local Rep, and Coordinator.
- If students fail to comply with the travel procedures, they may be subject to disciplinary actions, including probation or dismissal from program.
- Visits by members of the student's family can be very disruptive to the adjustment of the student and an inconvenience to the Host Family. Therefore, visits during the first five months of the program are not permitted. All visits are discouraged until the very end of the program. Any family visit during the program should be discussed with the Local Rep and must have the prior permission of the National Office.
- Students are not allowed to miss school for family visits. If it is not possible for family to visit during a school break, the family should wait until school ends. Family members should book their own hotel and transportation, without relying on the host family. They may need to complete a *Natural Parent Release for Withdrawal from Program* form, which the National Office will determine and complete if necessary.

Student Travel Rules

- Travel forms need to be submitted at least four weeks before international travel and two weeks for domestic travel.
- All student travel requires supervision of an adult 25 years or older.
- Students may travel alone by plane if they are met by an approved adult.
- Students are NOT permitted to travel by bus or train without an approved adult.
- Students are NOT permitted to travel separately from their host families over the Thanksgiving, Christmas, or New Year's holidays.

- Travel that involves “high-risk activities” is not allowed. These include: operating any motor vehicle, use of any type of weapon or firearm, and other activities such as skydiving, scuba diving, and bungee jumping. If you are unsure whether an activity is considered high-risk, please contact the NOD Travel Coordinator.

International Travel

- All students who travel internationally must have their Form DS-2019 signed by a responsible officer from the National Office.
- The original copy of the Form DS-2019 must be sent via certified mail to the National Office for authorization. The document will be signed and returned via certified mail. Students should send the Form DS-2019 a minimum of four weeks prior to international travel.
- Some students may require additional documentation to travel with their host families internationally. Students or their natural parents should contact the consulate in the country they wish to travel to for visa requirements.

Required Travel Forms

- The *Travel Proposal* form is required for all student travel. The host family portion must be signed for independent student travel, but not if the student is traveling with their host family.
- The *Independent Party Receiving Form* must be submitted for all overnight student travel with a third party, including with Local Reps and Coordinators. It is the responsibility of the student to send this form to the third party to complete, and requires initials and a photo ID.
- Nacel Open Door will request signed permission from natural parents via the *Natural Parent Permission* form once the *Travel Proposal* form is received.
- Students are required to get school authorization if they will miss one day or more of school. Even for school trips, we require all travel forms unless a host parent chaperones their student.
- Completed travel forms must be submitted to the National Office at least four weeks before international travel and two weeks for domestic travel.
- Travel forms can be found in the [Local Rep Document Center](#).

Student Departures

- Any student who completes the program is expected to depart within 5-7 days of the school’s official end date.
- Any extensions, post-program travel or family visits need to be approved by the National Office. Students cannot travel outside of the U.S. at the end of program, as they will not be allowed to re-enter.
- The National Office will email return travel itineraries to host families, Local Reps, and Coordinators. NOD will confirm return flight details with the foreign partners, as student may have changed their return itineraries during the year.
- Students are responsible for contacting each airline on their itinerary to confirm their return flights, and should have a credit or debit card to cover all luggage fees.
- If a student withdraws from program or is sent home for any reason, they must depart from the U.S. as quickly as travel can be arranged.