

STUDY TOURS – TOUR OPERATOR CHECKLIST

This checklist is provided to the Tour Operator (TO) booking a study tour. It is designed to assist the TO to ensure that roles and responsibilities are met.

TICK
COMPLETED

Two Weeks after the TO confirms to proceed with the study tour

1. Deposit Invoice (10%) paid to DE International (*where applicable*)

Six weeks before the study tour commences

2. Final visitor numbers have been confirmed to DE International

Four weeks before the study tour commences

3. Medical and travel Insurance covering COVID-19 for all students and adults has been organised
4. Pre-departure sessions conducted covering COVID-19 requirements
5. DE International Overseas Visitor Profiles (signed by parents if under 18 or signed by adult if over 18) provided to DE International (for all visits including day visits and adult groups)
6. Final Invoice paid to DE International

Two weeks before the study tour commences

7. Emergency contact details of the accompanying English-speaking adult and TO provided, as well as signed accompanying adult guidelines returned. Required ratio has been met.
8. Host family profiles/match list and school timetable received

Upon arrival in NSW

9. Ensure Accompanying Adults monitor for COVID-19 symptoms and assist with testing of students
10. Report any positive COVID-19 cases to the School, Homestay family or provider (if applicable) and the Department, as well as NSW Health (if required by the NSW Government during the Study Tour)

Two weeks after the study tour concludes

11. Destroy all confidential information about the school and homestay families
12. Complete evaluation form and return with this checklist to the Study Tours Program

Forms can be downloaded from the DE International Website:

<https://www.deinternational.nsw.edu.au/how-to-apply/brochures-and-forms>

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PLEASE RETURN THIS FORM TOGETHER WITH THE EVALUATION FORM AT THE COMPLETION OF YOUR STUDY TOUR

REPLY EMAIL studytours@det.nsw.edu.au

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|---------------------------|--|
| Tour Operator Name | |
| Study Tour Group | |
| Study Tour Dates | |
| Host School(s) | |

Tour Operator Signature

Date: ____/____/____