

Provide travel arrangements and request Oakbridge travel support.

Complete on a computer (type into the boxes) or print and write clearly in black ink. Tick Yes or No where shown. Boxes with lines are for longer answers. Return the completed form to Oakbridge. Fields marked * are required.

1. Student identification

Do you know the Oakbridge Student ID (OSID)? *

☐ Yes ☐ No

Oakbridge Student ID (OSID) — one character per box

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If known, enter the 5-digit OSID. New registrations leave this blank.

Student first name *

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Student surname *

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Preferred name

--

Date of birth (DD/MM/YYYY) *

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School *

--

2. Travel contact

Travel contact name *

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Relationship *

--

If relationship is Other, write details here

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Email address *

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Mobile telephone *

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3. Journey type — tick one

Round trip (from school, then back to school)?

☐ Yes ☐ No

One-way from school only (not returning)?

☐ Yes ☐ No

One-way to school only (arriving / first arrival)?

☐ Yes ☐ No**4. From school (outbound) — list legs in travel order**

First location is usually the school name. Add each leg in order (e.g. bus → flight → taxi).

Leg 1

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

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From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

Leg 2

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

Leg 3

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

If outbound starts with a flight: how do they get to the airport?

5. To school (inbound) — list legs in travel order

Must start after outbound has ended (unless one-way inbound). Final location usually the school.

Leg 1

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

Leg 2

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

Leg 3

Transport type: Flight / Train / Taxi / Bus / Parent / Oakbridge car / Other

Transport type *

From / departure location *

To / arrival location *

Depart date & time *

Arrive date & time *

Flight / service number

Airline / operator

Notes for this leg

6. On arrival / stay (when not at school)

Is the student staying at their permanent home? *

☐ Yes ☐ No

Oakbridge host family stay? *

☐ Yes ☐ No

Responsible person name *

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Who is responsible: Parent/relative / School / Host family / Oakbridge / Other.

Final responsibility (who collects / is responsible) *

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Stay address (complete if needed)

Postcode

--

Country

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7. Changes & instructions

Have previous travel arrangements changed?

☐ Yes ☐ No

Previous arrangements

New arrangements / reason for change

Additional instructions for Oakbridge

8. Declaration

If a student is completing this form, a parent / legal guardian must still review and approve it before Oakbridge treats it as final.

- The information provided is accurate and complete to the best of my knowledge.
- I understand Oakbridge will use this information to support the student safely.
- I will notify Oakbridge of any important changes.

I confirm that I have read, understood and agree to the statements above. *

☐ Yes ☐ No

Declarant full name *

Date (DD/MM/YYYY) *

Signature — type full name, or sign in the box if printing *