This Form relates to OHS Procedure - [*Student Excursions*](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch02.php)

Date: …..../..…../..…..

The Dean

Institute of

Federation University

PO Box 663

BALLARAT VIC 3353

Dear Sir / Madam

**Re: Excursion (Destination: )**

**(Dates: from ………./………./………. to ………./………./………. )**

I am aware the University has made transport available for participants to the excursion mentioned above. However, I hereby request I be granted permission to travel to and from the excursion in transport not provided by the University.

In doing so, I realise I will be travelling at my own risk. If permission is granted, I hereby release the University from any responsibility it might otherwise have in providing such transport.

My reason for making this request is:

Yours sincerely

Signature:

Name: Date:

|  |  |
| --- | --- |
| **Office Use Only** | |
| Request 🞏 granted 🞏 denied | Date applicant notified: ………………………………. |
| Staff member’s name: ………………………………... | Signature: ……………………………………………… |