

26 April 2018

Dear Parent/Carer,

### East Coast Tour – October 2018

On Friday 27 April I met students to update them on information for our October 2018 tour of the East Coast. The information I covered has been summarised for you below. In addition to the information I gave students I have also included a detailed overview of passport and visa waiver instructions.

1. Please ensure you have the dates of travel in your calendar! 26<sup>th</sup> October – 2<sup>nd</sup> November 2018
2. We will be having a final student meeting on 12<sup>th</sup> July at 10:25am. Please note that year 11 students will have left school by then, so they must sign in via main reception to make this meeting (non-uniform clothes are acceptable). If you have arranged a holiday on this day, please let me know in advance and I will let you have any details covered in the final meeting of the academic year. Please note that we will be having further meetings in September and October.
3. There will be a parental meeting on September 20<sup>th</sup> at 4:30 – 5:30pm. It is essential that all students and parents/carers attend as we will be going over travel information and final arrangements for the trip.
4. We haven't yet been sent any accommodation information by NST (our travel company), this will be ready to action by our final meeting on the 12<sup>th</sup> July. During which we will allocate students to rooms during our overnight stays in New York and Washington DC.
5. Deposits have been paid to the airline. I have included below the charges that will be made IF your son/daughter withdraws from the trip. PLEASE NOTE THAT THESE CHARGES WILL NOT APPLY IF A STUDENT FROM THE RESERVE LIST IS WILLING TO REPLACE YOUR SON/DAUGHTER ON THE TRIP.

If any member of the group decides to cancel the following charges will apply:

Any time after booking	Forfeit all deposits paid
70-29 days before departure	60% of the tour cost
28-15 days before departure	80% of the tour cost
14 days or less before departure	100% of the tour cost

6. Please ensure the final amount of £1,295.00 must be paid by July 19<sup>th</sup> 2018
7. Passports – we will require a photocopy or scan of every student's passport. Please can you arrange for your son/daughter to bring in their passport for myself or Mrs Hardy to copy.



UK passport displaying ePassport symbol

### **Further information about passports**

Please check passport expiry dates as some countries require a minimum validity on passports after the date of travel. Please check this by reviewing the entry requirements section for the country you're visiting at [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)

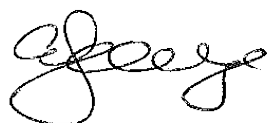
### **Passport application process**

To apply for a new passport or to update or replace an existing passport visit the online passport application service for British nationals. Information on current process times can be found at <https://www.gov.uk/browse/abroad/passports>

8. All students will be required to purchase an ESTA (Electronic System for Travel Authorisation) in order to be allowed into the US. Student DO NOT need a full visa. The ESTA can be purchased at any time. Further details about how to do this have been included on the next page.

If you have any queries or questions about anything covered please do not hesitate to contact me via email: [c.schulze@newbold.outwood.com](mailto:c.schulze@newbold.outwood.com)

Yours faithfully,



**C. Schulze**

**Trip Leader & Assistant Principal responsible for the Sixth Form**

## REGULATIONS FOR TRAVEL TO THE USA

### **Requirements**

Passport holders from the UK or other eligible countries can travel to the USA under the Visa Waiver Program by obtaining an Electronic System for Travel Authorisation (ESTA). It is equivalent to a visa but no stamp or label will be placed in your passport. Once issued it is valid for 2 years or until your passport expires whichever is sooner and allows multiple visits to the US. From 1st April 2016, anyone travelling to the US under the Visa Waiver Programme (WVP) will need to have a passport with an integrated chip (an ePassport). British passports issued since October 2006 are ePassports and carry this internationally recognised symbol (<https://www.dhs.gov/e-passports>) on the front cover. It is the responsibility of each traveller to obtain the necessary documentation to satisfy the US immigration authorities.

Please note that an approved ESTA is not a guaranteed admission to the United States at a port of entry.

Please refer to this help link (<https://uk.usembassy.gov/visas/visa-waiver-program/>) for further information including details of countries eligible for the Visa Waiver Program.

### **Application timeframes**

- You must have obtained authorisation at least 72 hours before departure.

### **Application process**

- Online applications should be made by visiting the official US government site here (<https://esta.cbp.dhs.gov/esta/>)
- Please note the US Government charges for this application. The current cost is \$14.00 per person, though this is subject to change.

### **Once an Application is made**

- We will require parents/carers to provide a printed copy of the ESTA approval once it's complete, so you have confirmation that the application has been made and approved.

All clients travelling will require ESTA authorisation or a visa in order to start their journey to the USA. Please refer to the Help link of the above website for a list of countries participating in the Visa Waiver Program. It is the responsibility of each client to obtain the necessary documentation to satisfy the US immigration authorities.