



International Student Exchange - Ontario



Office Policy 01

Payment of Travel

May 2016

It is the policy of ISE Ontario to pay for international flights, internal European flights, and flights to Quebec.

Procedures

1. As part of the fee charged, ISE Ontario will pay return airfares to the countries in which exchanges are arranged and the province of Quebec.
2. Connecting flights within Europe are also paid by ISE Ontario.
3. All travel begins and ends at Toronto Pearson airport. ISE does not pay for connecting travel within Canada.
4. Parents are required to arrange transportation to and from Toronto. Participants must be at Toronto Pearson at least 3 hours before flight time.
5. Connecting flights from other Canadian airports must arrive 4 hours before departure time and must land at Toronto Pearson.
6. Parents are financially responsible for any missed flights, for whatever reason that is not covered by insurance or cancelled in time to arrange a change of flight. It is important that parents contact the ISE Ontario office as soon as they know that a connecting flight has been cancelled or delayed. Any flight change fees, both for internal and overseas flights, are the responsibility of the families.
7. Summer Exchange students, who return to Ontario with a partner, must be picked up at the Toronto Pearson airport or arrangements must be made by the Ontario parents and the partner organization for connecting travel. ISE Ontario does not arrange this, but will coordinate it with our partners.
8. Parents must read related ISE policies on trip cancellation, additional fees charged, and early returns from the exchange location. Many of these could result in additional costs.

THIS POLICY APPLIES TO ALL FLIGHTS AFTER MAY 30, 2016