



## Checklist

### Key Questions for a Student Emergency Contact Details Form

Below are key questions that you can ask students on your Emergency Contact Form.

This list is not necessarily exhaustive.

You may wish to use an online survey tool, like [www.surveymonkey.com](http://www.surveymonkey.com), to collect this information from students.

#### Student

- Name
- Address
- Email
- Mobile in Australia
- Mobile overseas (if applicable)
- Date of Birth
- Passport details (Nationality, Number, Expiry)
- Travel insurance company
- Travel insurance policy number
- Proof of insurance sighted?
- Contact number for insurance company
- Student registered on Smarttraveller.gov.au?
- Medical conditions? Describe.
- Medication required
- Allergies
- Food requirements (eg. Vegetarian)
- Any other condition / things that could impact on participation in the program (eg. travel sickness)

#### Nominated Emergency Contact

- Name
- Relationship to student
- Email
- Home number
- Mobile number
- Work number
- Address



## **Accommodation Whilst Abroad**

- Address
- Contact phone number
- Email address

## **Travel Plans**

- Departure date, city, flight number and time
- Return date, time, flight to Australia
- Travel itinerary provided?

