



TUTOR PERMISSION TO ATTEND TRIPS

IMPORTANT

Please ensure that you have this permission form signed by your tutor(s). If you receive EMA or ALG you will need to ask your tutor **before** attending the trip if they will sign your EMA/ALG time sheet.

STUDENT NAME	ID NUMBER

TRIP DETAILS

The following tutor(s) have allowed me to attend above trip.

TUTOR NAME	SIGNATURE

Please note:

- We accept no responsibility for loss of EMA/ALG – please ensure that your tutor agrees to sign your time sheet **before** you pay for your place on the trip.
- Do not forge staff signatures! We will notify all staff that you will be attending the trip and that you have given us a signed form. You could face a college disciplinary if you have forged a staff signature.
- Do not miss tutors off the list. We will be sending a list of names of students attending the trip to all staff on request. You could face a college disciplinary if you have not received permission to attend.