Groups

1- Groups with Accommodation & Activities with IELS (Hotel)

In the event that their parents or guardians give them permission to leave their IELS accommodation, the International Group Leader will have full reponsability for them and responsible for following IELS rules & policies.

- Signed consent before arrival
- Copy of the Identity Card of the International Group Leader with visible telephone number in case of need to contact the IGL.

2- Groups with Accommodation & Activities with IELS (Host Family)

- Signed consent before arrival
- Copy of the Identity Card of the International Group Leader with visible telephone number in case of need to contact the IGL.
- Put in writing the IGL's intentions and plans for the group so that we can give Host Families advance notice and ensure that students can enjoy their stay in a safe and responsible manner.

3- Adults with YL in Accommodation

- Signed consent before arrival
- Copy of the Identity Card of the International Group Leader with visible telephone number in case of need to contact the IGL.

Groups without Accommodation with IELS

- Signed consent before arrival
- Copy of the Identity Card of the International Group Leader with visible telephone number in case of need to contact the IGL.

Groups with IELS activities who wish to skip an activity due to major reasons

Activities are compulsory and therefore if a group wants to miss it must be done on request, in this case that the IGL asks for it, these are the steps to follow:

- **The Consent Form** must be requested at least **24 hours** in advance to the Welfare email with a copy to leisure, the consent form will be sent during office hours.
- The Consent Form must be filled in by the IGL with all the student's details, name, surname and ID card or passport.
- The document is not valid until it is returned to the IGL together with a copy of the IGL passport.
- Once received, a copy will be sent to the agency.
- The above procedure cannot be done over the phone or through WhatsApp (or equivalent).