

AIRPORT TRANSFER REQUEST

ALL INTERNATIONAL COLLEGE STUDENTS REQUESTING AIRPORT TRANSFER/PICK UP MUST COMPLETE THIS FORM AND RETURN IT BY FAX OR EMAIL AT LEAST 2 WEEKS BEFORE ARRIVAL

Return this form at least 2 weeks before you arrive to:

The **Accommodation Officer**
La Trobe University International College
E: accommodation@latrobe.edu.au
Tel: +613 9479 1543, Fax: +613 9479 3676

If you also require Accommodation please notify the Accommodation officer immediately (fees apply).

Please note the Airport Transfer fee (\$70 one-way) must be paid to the International College before your arrival or transfer may not be arranged.

STUDENT'S DETAILS

Family name: _____ First Name: _____
 Student ID: _____ Sex: ___ Male / ___ Female Date of Birth: ___ / ___ / ___
 Country: _____ Email: _____
 Course: _____ Start Date: ___ / ___ / ___

AGENT'S DETAILS - for correspondence (where applicable):

Agency Name: _____ Counsellor: _____
 Tel: _____ Fax: _____
 Email: _____

ARRIVAL INFORMATION

Please note: The International College must be notified if a parent/guardian/family member is arriving with the student. The transfer fee will apply, however in the case of limited services priority will be given to students.

Departure from home

Flight number: _____ Airline: _____
 Date: ___ / ___ / ___ Time: _____

Arrival in Melbourne

Flight number: _____ Airline: _____
 Date: ___ / ___ / ___ Time: _____

Important: If there are any **changes** to these flight details you **must notify** the Accommodation Officer at least **72 hours before arrival** or you may be charged again for the transfer.

Your Address in Melbourne

Are you also requesting Accommodation through the International College? Yes _____ No _____

If **NO**, and you have arranged accommodation yourself (private residence, University residence, or Hotel, etc.) you **must** provide the address you want to be taken to in Melbourne:

Address: _____

Tel: _____ Fax: (if applicable) _____

Student's signature: _____ Date: ___ / ___ / ___