



## AIRPORT PICKUP REQUEST FORM

| A. Student & Consent |                                     |             |  |
|----------------------|-------------------------------------|-------------|--|
| Family Name:         |                                     | Given Name: |  |
| Date of Birth:       | <u>DD</u> / <u>MM</u> / <u>YYYY</u> | Student ID: |  |

| B. Home Country Address |        |         |  |
|-------------------------|--------|---------|--|
| Address:                |        |         |  |
| Telephone:              | (    ) | Mobile: |  |
| Email:                  |        |         |  |

**Consent:** I authorise Australian School of Commerce (ASOC) to share my flight and contact details with the contracted transport provider for the sole purpose of arranging my airport pickup.

☐ Yes ☐ NO (If no, contact Australian School of Commerce (ASOC))

| C. Address & Contact Person in Australia (if applicable) |        |         |  |
|----------------------------------------------------------|--------|---------|--|
| Address:                                                 |        |         |  |
| Telephone:                                               | (    ) | Mobile: |  |
| Email:                                                   |        |         |  |

| D. Agent Details (if any) |        |  |  |
|---------------------------|--------|--|--|
| Agent:                    |        |  |  |
| Agent Contact:            | Mr/Ms  |  |  |
| Telephone:                | (    ) |  |  |
| Email:                    |        |  |  |

| E. Travel Details (attach itinerary/e-ticket) |               |                           |                                                                     |
|-----------------------------------------------|---------------|---------------------------|---------------------------------------------------------------------|
| Arrival Airport & Terminal<br>(e.g., MEL T2)  |               |                           |                                                                     |
| Arrival Date:                                 |               | Arrival Time:             | <input type="checkbox"/> AM <input type="checkbox"/> PM (AEST/AEDT) |
| Airline:                                      |               | Flight No.:               |                                                                     |
| Departure City:                               |               | Departure Time:           |                                                                     |
| Baggage:                                      | Checked bags: | Oversize items (specify): |                                                                     |
| Name board text:<br>(exact name to display)   |               |                           |                                                                     |

## F. Declarations

- I confirm the information provided is correct. I understand airport pickup is an optional support service under the ESOS Act 2000 and National Code 2018 Standard 6, and I agree to the meeting point, waiting time, cancellation and refund terms.
- I will notify Australian School of Commerce (ASOC) and the transport provider immediately of any flight change or delay.

Any special needs?

(e.g., wheelchair, large amounts of luggage, including family members, ages of any minors, child-seat needed)

(When you book your flight, send us this information immediately.)

*If you plan to travel with other members of your family, you must advise the Student Support Officer. After completing this form, please send it to [apply@asoc.edu.au](mailto:apply@asoc.edu.au). You must attach your Flight Itinerary while submitting this form.*

*This form must be received no later than 72 hours via email prior to your arrival and during reception hours (Monday – Friday 9.00 AM – 5.00 PM AEST).*

*If there are any queries, call us on 1300 781 194 (within Australia only) or +61 493891886 (from Overseas).*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| OFFICE USE ONLY – Airport Pickup                                                 |                                                                                                                          |                   |  |              |  |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|--|--------------|--|
| <b>Application Checked:</b><br>(All mandatory fields + itinerary attached)       | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                 |                   |  |              |  |
| <b>Booking made with Provider:</b>                                               |                                                                                                                          | <b>Ref/Job #:</b> |  |              |  |
| <b>Driver details provided to student:</b><br>(ETA/meeting point sent)           | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                 |                   |  |              |  |
| <b>Meet-point &amp; name-board text verified:</b>                                | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                 |                   |  |              |  |
| <b>Special needs arranged:</b><br>(e.g., child seat/wheelchair/oversize luggage) | <input type="checkbox"/> N/A<br><input type="checkbox"/> Yes (details) _____                                             |                   |  |              |  |
| <b>Payment Received:</b>                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                 |                   |  |              |  |
| <b>Outcome:</b>                                                                  | <input type="checkbox"/> Completed <input type="checkbox"/> Cancelled <input type="checkbox"/> No-show (attach evidence) |                   |  |              |  |
| <b>Processed by (Student Support/Officer):</b>                                   |                                                                                                                          | <b>Signature:</b> |  | <b>Date:</b> |  |