



## Airport Pickup Request Form

### A. Student & Consent

Given Name: ..... Family Name: .....  
Date of Birth: DD\_\_/MM\_\_ /YYYY\_\_\_\_\_ Student ID: .....

### B. Home Country Address

Address : .....  
Telephone: ..... Mobile: .....  
Email: .....

Consent: I authorise III 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 III)

### C. Address & Contact person in Australia (if Applicable)

Address : .....  
Telephone: ..... Mobile: .....  
Email: .....

### D. Agent Details (if Any):

Agent Contact: Mr /Ms.....  
Telephone: ..... Email: .....

### E. Travel Details (*attach itinerary/e-ticket*)

Arrival airport & terminal (e.g., MEL T2):.....  
Arrival Date: ..... Arrival time: .....  AM  PM (AEST/AEDT)  
Airline: ..... Flight No: .....  
Departure City: ..... Departure Time: .....  
Baggage: Checked bags ..... Oversize items (specify): .....  
Name board text (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 III 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 member of your family, you must advise the Student Support officer. After completing this form, please send it to [support@iii.vic.edu.au](mailto:support@iii.vic.edu.au) 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 1300201 247 +61 493 475 089

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Office Use Only – Airport Pickup

Application checked (all mandatory fields + itinerary attached):  Yes  No

Booking made with provider: \_\_\_\_\_ Ref/Job #: \_\_\_\_\_

Driver details provided to student (ETA/meeting point sent):  Yes  No

Meet-point & name-board text verified:  Yes  No

Special needs arranged (e.g., child seat/wheelchair/oversize luggage):  N/A  Yes (details) \_\_\_\_\_

Payment Received:  Yes  No

Outcome:  Completed  Cancelled  No-show (attach evidence)

Processed by (Student Support/Officer): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_