



BOX HILL INSTITUTE

AIRPORT TRANSFER/ACCOMMODATION REQUEST FORM

- Your request **must** reach the International Student Services (ISS) office **a minimum of seven (07) days** before your arrival to Melbourne. If not, airport transfer and accommodation assistance may not be available.
- If you arrive at an airport in Melbourne other than Melbourne (Tullamarine) airport, a fee of AUD\$250.00 will be charged.
- **Fill in or tick (✓) the appropriate boxes. Please type or use BLOCK LETTERS and in BLACK INK when completing this form.**
- Return the completed form to International Student Services via fax at **(613) 9286 9334** or email to **international@boxhill.edu.au**

Family Name:

Given Name:

Phone No:

Fax No:

Email:

• AIRPORT TRANSFER REQUEST

YES

NO

Date of Arrival
In Melbourne:

Flight Number:

Estimated Time
Of Arrival:

For Airport Transfer ONLY (No Accommodation Assistance Requested)

Address of your
Melbourne
Accommodation:

Contact Name:

Phone No:

PLEASE NOTE:

An Airport Transfer of AUD\$115.00 will be charged if you have requested airport transfer and do not use the service. Cancellation of arrangements for airport transfer must be reach International Student Services office a minimum three (03) days before your arrival date to Melbourne.

• ACCOMMODATION REQUEST

YES

NO

Please indicate (v) type of accommodation required:

Full board homestay from AUD\$250 per week. (Meals included)

Part board homestay from AUD\$190 per week, plus share of gas, electricity etc. (Meals are **not** included)

Hostel or Student Apartment – if you request this option, you will be sent website details of the accommodation providers; when you have made a booking directly with the provider, you can request airport transfers only.

PLEASE NOTE:

Request for Accommodation is subject to availability.

The Airport Transfer/Accommodation Request Form must be signed by the student

Student Name

Student Signature

Date

 / /

Your Privacy – The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to the International Student Services will be used to provide information to the DIBP and other government agencies and for the arrangement of airport transfer and accommodation. For further information, please write to the Privacy Officer, Box Hill Institute, 465 Elgar Road, Box Hill, Victoria 3128 or visit the Institute's web site at www.boxhill.edu.au