AIRPORT TRANSFER REQUEST FORM

1) Airport Transfer fee is AUD $115.

2) This form **must** be submitted via email to international@boxhill.edu.au at least **seven (7) days before** your arrival to Melbourne. Otherwise, airport transfer may not be available.

3) Please ensure your flight arrives at Melbourne Airport (IATA: MEL, ICAO: YMML). If you arrive at another airport in Melbourne, a fee of AUD $250 will be charged.

4) Please type or use **BLOCK LETTERS** in **BLACK INK** when completing this form.

Family name:	
Given name:	
Phone number:	
Email:	
Flight number:	
Arrival date:	
Arrival time:	
Accommodation address:	
Accommodation contact name:	
Accommodation contact phone:	

5) If you need to cancel the Airport Transfer you **must** submit your cancellation request at least **three (3) days before** your arrival to Melbourne. Otherwise, Airport Transfer fee of $115 will be charged, even if you do not use this service.

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 International will be used to provide information to the Department of Home Affairs and other government agencies and for the arrangement of airport transfer. 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

By signing this form you are agreeing for all intents and purposes that all the details you have provided are true and correct at the time of lodgment.

Your full name:	
Your signature:	
Date:	