



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 PII 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 PII)

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.MELT2):.....
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 PII 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 advice the Student Support officer. After completing this form, please send it to sso@pii.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: _____