



F.01V02 Airport Pickup Request Form

Student Details

Student Name: Student ID:
DOB: Phone: Email:
Address:
(Home Country)

Emergency contact person details:

Name: Relationship to Student:
Phone: Mobile: Email:

Flight Details

Melbourne Arrival Date:
Flight Number: Airline:
(Please attach a copy of your ticket)

Any special needs? (e.g. wheelchair, large amounts of luggage)

(BIC will not be responsible for students who have no one to meet them at Melbourne Airport due to being misinformed of the above)

If you plan to travel with others, you must advise the BIC Student Support Department. This form must be received during business hours (Monday to Friday, 9.00 am – 5.00 PM AEST) via email or fax at least 72 hours prior to your arrival.

Student Signature: Date:

Office Use Only

Received by: Date Received:
Person allocated to collect student: Phone:
Notes:

Please sign upon confirmation that student has been collected from the Melbourne Airport:

Collected by: Job Title:
Signed: Date:

Document Information

Title:	F.01V02 Airport Pickup Request Form	Version No:	V2.0
Author:	Barkly International College Pty Ltd	Date Created:	1 January 2018
Reviewer:	Level 1, 377 Lonsdale Street, Melbourne VIC 3000		