

## **Request airport reception**

When you first arrive as a new international student a representative of TOGOTO will meet you at the airport and take you to your accommodation. Your request for this free service must be submitted ten days before you arrive in Melbourne.

Please complete and submit the form below:

Information marked with an asterisk "\*" is required.

Family name *	
	×
Given names *	
Sex:	
Male	
Female	
Email *	
Mobile (Including country code)	

Are you travelling alone or with another individual?

If you will be accompanied by another person, please ensure you let us know so that we can complete the booking accordingly. The service is only free for students, so your companion will have to pay the driver directly.

## Accommodation in Melbourne

Number/Street

Suburb



Postcode

Flight Details (Departure)

From

Flight No

Airline

Date of Arrival

Time of Arrival

Flight Details (Arrival)

Destination

Melbourne Airport

Avalon

Flight No

Airline

Date of arrival

Time of Arrival

V 1.0 April 2017 Page 2



Will you be arriving on a domestic flight (ie from another city in Australia)?

Yes



**Terms and Conditions** 

- I will not leave the airport without contacting Atlantis College of Management
- I will advise ACM of any changes of flight details or arrival times
- I will advise ACM by email, fax or phone if I no longer require airport reception
- I understand that I may be charged for this service if I do not comply with these terms

I agree with the above terms and conditions \*

l agree

Signature: