

You must complete and return this form by fax or email to Gordon International Office **AT LEAST SEVEN (7) DAYS** before your arrival.

Student Details

Title (circle): Mr / Mrs / Miss / Ms	Surname:	<input type="text"/>
Given Names:	English Name:	<input type="text"/>
Nationality:	Date of Birth:	<input type="text"/>

Arrival Information

Do you require to be met at Melbourne Airport and taken to your accommodation? ✓

Yes - Complete BOX 1

No – Complete BOX 2

BOX 1

1. Arrival at Melbourne Airport **Date:** **Time:** am/pm

Airline: **Flight Number:**

2. Are you travelling with any family members/friends who require transport? ✓

Yes – How many family members/friends will arrive with you?

No

NOTE: Extra passengers (not studying at the Gordon) are required to pay \$80 **cash** per person directly to the driver.

3. Have you requested the Institute to arrange accommodation for you? ✓

Yes

No – Please provide the details of your pre-arranged accommodation below.

Address:

Phone:

PLEASE NOTE THE FOLLOWING INFORMATION:

- You must send this form back at least seven (7) days before your arrival at Melbourne Airport to ensure airport pickup service. **A late fee of \$250 applies.**
- Notify Gordon International immediately if your flight details change.
- In case of an *emergency*, contact Gordon International on (613) 5225 0920 during business hours or Harrison Jore at Harlan Transport on mobile 0412 073 749.
- If you are staying at a Homestay accommodation arranged by Student Accommodation Services (SAS), you can contact Chris Cox at SAS on mobile 0413 754 267 during *non business hours only*.
- A representative from the Gordon will meet you at the Information Booth as you exit the Arrival Hall at Melbourne Airport. An airport map can be viewed at www.melbourneairport.com.au.
- Gordon International will contact you or your agent by email to confirm airport pickup service within 48 hours after receiving this form

BOX 2

If you are making your own arrangements to travel to Geelong please complete:

Expected date of arrival in Geelong:

Student's signature:

Date:

POSTAL ADDRESS

The Gordon; Private Bag 1, Geelong Mail Centre, Victoria, Australia 3221
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