

# Application for Airport Reception



**Payment options** Please circle one of the following:-

- Airport Reception fee A\$95\* included with payment of tuition fees to QIBT
- Bank cheque for A\$95\* made payable in Australian Dollars to Queensland Institute of Business and Technology.
- Telegraphic Transfer to **QIBT, Westpac Bank, St George's Terrace, PERTH WA 6000 AUSTRALIA, BSB number 036000, Account number 847636, Swift Code WPACAU2S**. Please include bank charges.

• Credit card no#: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Visa  Master Card   
Name of cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

*#Credit card payments attract a 1.5% processing fee*

## Personal details

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: Male / Female

QIBT Student ID: \_\_\_\_\_ Nationality: \_\_\_\_\_

Student's phone no.: \_\_\_\_\_ Email address: \_\_\_\_\_

Agent's name: \_\_\_\_\_ Email address: \_\_\_\_\_

Agent's phone no.: \_\_\_\_\_ Agent's fax no.: \_\_\_\_\_

## Arrival details

Date of departure: \_\_\_\_\_ Airline/Flight no.: \_\_\_\_\_

Arrival details: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time of arrival: \_\_\_\_\_

Destination address (ie. on-campus, Homestay or off-campus accommodation): \_\_\_\_\_

**Note: Airport reception cannot be confirmed until flight and/or accommodation details are provided.**

## Please read and sign

**If you plan to travel with family members and they require airport reception, you must advise us in advance. Additional fee applies.**

I, (name of student) \_\_\_\_\_ will notify QIBT immediately if I change my arrival details, or no longer require airport reception. Failure to inform QIBT of any cancellation or change in arrival details will incur a penalty fee. Notice must be given **at least three (3) working days** prior to departure.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application form via fax to QIBT (61 7) 3735 6901 or BISS (61 7) 3277 0818 or email [accommodation@qibt.qld.edu.au](mailto:accommodation@qibt.qld.edu.au)

----- ✂ **Please cut and retain** ✂ -----

## Important information

**Brisbane International Airport:** Look for a representative holding a **QIBT/Griffith sign with your name** at the **Arrival Hall**.

**Brisbane Domestic Airport:** Look for a representative holding a **QIBT/Griffith sign with your name** at the **Baggage collection aisle of your flight**.

- If you arrive on schedule and cannot find the representative, ring us immediately for assistance.
- You must ring or SMS us and inform us of your new arrival details if you miss your plane or changed your flight to Brisbane.
- If you fail to show up within an hour after your plane has landed, or notify us of any changes or cancellation, full fees will be charged for no show.
- Additional fees apply for late notification of flight changes or delay.
- Surcharge applies for delivery of excess baggage to your accommodation.

**Emergency ☎: Local 0433 024 103 International +61 433 024 103**