

Application for Airport Reception



Payment options: (please tick 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: _____ Other names: _____

Male Female Nationality: _____

Student ID: _____ Date of birth: _____

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): _____

Please read and sign

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 a 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: _____

If you plan to travel with other members of your family, you must advise us in advance. Additional fee applies.

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

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Important information

Brisbane International Airport: Turn left as you enter the Arrival Hall and look for a representative holding a QIBT sign or your name, after clearing Immigration and Quarantine.

Brisbane Domestic Airport: Proceed to the luggage collection aisle of your flight and look for a representative holding a QIBT sign or your name. Please phone us if you miss your connecting flight.

Please introduce yourself to the QIBT representative who will take you to your accommodation.

- If you arrive on schedule and cannot find the representative, phone us immediately for assistance.
- You must phone or SMS us immediately 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, full fees will be charged for no show.
- Surcharge applies for excess baggage. Extra charges apply for delivery to your accommodation.

Emergency phone number: (Country Code: 61) 0433 135 339