Technical Education Development Institute (TEDI)
Technical Electronics Centre
RTO Code: 22300 CRICOS NUMBER: 03221G
Level 5, 123 Lonsdale Street, Melbourne, Victoria, Australia 3000
Ph: 03 8725 2061, Website: www.tedi.vic.edu.au
Email: admissions@tedi.vic.edu.au

# AIRPORT PICKUP REQUEST FORM

*True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)*

## A. Student & Consent

Given Name: .....Family Name: .....

Date of Birth: _____/_____/_____Student id: .....

## B. Home Country Address

Address: .....

.....

Tel: (.....) .....Mobile.....

Email: .....

**Consent:** I authorise TEDI to share my flight and contact details with the contracted transport provider for the sole purpose of arranging my airport pickup. ☐ Yes ☐ No (If no contact TEDI)

## C. Address & Contact person in Australia (if Applicable)

Address.....

Telephone: .....Mobile: .....

Email:.....

## D. Agent Details (if Any):

Agent Contact: Mr / Ms.....

Tel: (.....) .....Email: .....

## E. Travel Details (attach itinerary/e-ticket)

Arrival airport & terminal (e.g., MEL T2):.....

Arrival Date: ..... Arrival time: ..... ☐ AM ☐ PM(AEST/AEDT)

Airline: ..... Flight No: .....

Departure City: ..... Departure Time: .....

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**Baggage: Checked bags …… Oversize items (specify): ……**

**Name board text** (exact name to display): ……

**F. Declarations**

☐ I confirm the information provided is correct. I understand airport pickup is an optional support service under the ESOS Act 2000 and **National Code 2018 Standard 6**, and I agree to the **meeting point, waiting time, cancellation and refund** terms.

☐ I will notify TEDI and the transport provider immediately of any flight change or delay.

Any special needs? (e.g. wheelchair, large amounts of luggage, including family members, **ages of any minors**, child-seat needed)
*(When you book your flight, send us this information immediately)*

……

*If you plan to travel with other member of your family, you must advice the Student Support officer. After completing this form, please send it to admissions@tedi.vic.edu.au Must attach your Flight Itinerary while Submitting this form.This form must be received no later than 72 hours via email prior to your arrival and during reception hours. (Monday – Friday 9.00 AM – 5.00 PM AEST)*

*If there are any queries, call us on+61 03 8725 2061*

**Student Signature**_____**Date**_____

**Office Use Only – Airport Pickup**

Application checked (all mandatory fields + itinerary attached): ☐ Yes ☐No

Booking made with provider: _____ Ref/Job #: _____

Driver details provided to student (ETA/meeting point sent): ☐ Yes ☐ No

Meet-point & name-board text verified: ☐ Yes ☐ No

Special needs arranged (e.g., child seat/wheelchair/oversize luggage): ☐ N/A ☐ Yes (details) _____

Payment Received: ☐ Yes ☐ No

Outcome: ☐ Completed ☐ Cancelled ☐ No-show (attach evidence)

Processed by (Student Support/Officer): _____ Signature: _____ Date: _____