

Airport Reception Form

All details on this form must be completed. We are unable to process this request if any information fields are incomplete. Completed form must be emailed to **support@sunbeam.edu.au** at least seven (7) business days before your arrival. An airport pickup cannot be guaranteed if it is submitted later than this.

Student's details

Last Name	:		Given Name/s	:	
E-mail	:		Phone No	:	
Gender	:		Student ID	:	

Accommodation details

Please provide the Australian address you would like to be taken to.

Full Address	:	
Contact Name	:	
Contact Phone Number	:	

Arrival details

Date of Arrival	:	DD/MM/YYYY	Time of Arrival	:		AM	PM
Airline	:		Flight No	:			
Airport Pick Up service for how many people	:						
Additional Information	:						

Airport Pickup & drop off Fees

Base fee is **\$100** but it may change based on radius from Airport, number of people, additional bags etc. Please give the additional details on additional information section.

Please read the following and accept the conditions below before booking.

- This form is to be completed and submitted **at least 5 working days** before the scheduled arrival. Sunbeam cannot guarantee pickups that are submitted later than this.
- You are required to advise Sunbeam (support@sunbeam.edu.au) of any changes to your travel/booking **at least two working days** before your arrival.
- Sunbeam cannot guarantee pickups after 10pm. Confirmation of booking after 10pm depends on the driver's availability.
- If you are delayed on the day of your arrival you must contact the support@sunbeam.edu.au to inform of the delay or cancellation of your arrival.
- Once you arrive in Adelaide Airport, cleared customs formalities, collected your luggage and is out of the arrival gate please look for the Driver/representative who will be holding the Sunbeam International College (Sunbeam) sign with your name on it or please be at the pick-up point (bus/taxi stop/gate number etc.) as suggested to you and follow instruction provided to you after this booking.
- Once completed please scan and send this form back to support@sunbeam.edu.au

Important note: If for any reason you cannot contact or locate the driver, or have missed the pick-up service, please contact 0478251294 or 1300 799 630.

Please write your full name and sign in the below box accepting all the above terms and conditions.

Name	:	
Signature	:	
Date	:	DD/MM/YYYY