



VCEFOR30310 FORM I – ARRIVAL CONFIRMATION FORM / AIRPORT PICK UP FORM

Complete this Form if you are an overseas student AND once you know when you are flying into the country.
NMGC require this Form no later than 10 days from the date of arrival in Australia.

FORM I – ARRIVAL CONFIRMATION

STUDENT DETAILS

STUDENT'S FAMILY NAME		STUDENT'S FIRST NAME	
TITLE (Mr/Mrs/Ms/Dr etc.)		DATE OF BIRTH	
YEAR LEVEL		CONTACT PHONE (i.e. on the day of travel)	
CONTACT EMAIL (i.e. on the day of travel)			

AIRPORT ARRIVAL INFORMATION

The following information relates to the time and date of arrival at Melbourne Airport.

DATE OF ARRIVAL		TIME OF ARRIVAL	
FLIGHT NUMBER		AIRLINE	
NUMBER OF PEOPLE		NO OF LUGGAGE ITEMS (Approx.)	

AIRPORT PICKUP

The following section relates to whether you wish.

<input type="checkbox"/>	I require NMGC to arrange Airport Pickup for me on the day of arrival.
<input type="checkbox"/>	I DO NOT require NMGC to arrange Airport Pickup for me on the day of arrival.

AIRPORT PICKUP – FURTHER INFORMATION

Booking the Service

- We will book the service based on the information you provide in this form. We need to be provided with a valid flight number, airline, arrival time (estimated) and mobile number on which the student can be contacted.
- We need to be notified of the need for pickup at least 72 working hours prior to arrival (i.e. 3 working days prior to the arrival date/time).
- Complete this Form and send it to the welfare officer- welfare@nmgc.edu.au and to the Admissions Officer who you have been working with.
- NMGC charge a flat rate of \$140 AUD to all users of this service. We make no profit on the service. If the actual charge is less than this amount the balance will be credited against your account. If the amount is more - due to delays or other factors – we will charge the difference to your account.

About the Service

- We use a reputable and professional driving service to pick up our students.



- All of the vehicles used are:
 - Licenced commercial passenger vehicles - VHA/B registered
 - Fully insured - each vehicle has \$5 million commercial passenger vehicle insurance
 - The business has a \$10-million-dollar Public Liability Cover
 - All drivers are Government accredited, with Police and Working with Children Checks.

After Booking

- You will receive an automated SMS with your driver's name and contact number once we book the service for you.
- Your driver will meet you as indicated below.

Meeting Your Driver

- One the day of arrival, if you have check-in luggage to collect, make contact with your driver first and he or she will assist you with luggage from the carousel to the car. Your driver will be in Uniform holding a signboard with your name on it. The name on the signboard will be the name provided on this Form.
- Your driver will pick you up around 30-40 minutes after you land. This will account for an 'average' time through customs.
- International students may come into Melbourne Airport through the International Terminal, or they may fly into another City in Australia and catch a domestic flight to Melbourne Airport. There are four possible Terminals you could fly into. Terminal 2 is the most likely. Details relating to meeting the Driver are included below:
 - Terminal 1 - Qantas Domestic - opposite baggage Carousel 3 at the signposted Chauffeur Meeting Point.
 - Terminal 2 – **International** – in the International arrivals area at the Signposted Chauffeur Meeting point. Turn to you right coming out of Customs.
 - Terminal 3 – Virgin Domestic- at the bottom of the escalator in the luggage arrivals area.
 - Terminal 4 – Jetstar/Rex/Tiger –at the bottom of the escalator in the luggage arrivals area.

Early flights / Missed flights

- We understand that changes to a traveller's schedule are not unusual. If you know you are going to be early or late, call from your departing port or send a text to and we will meet you from your updated flight. If you miss your flight, please let us know in order to avoid a cancellation fee. Call or email our provider on +613 9020 5180