



Brisbane International Students Services

ABN : 68 585 464 815
PO Box 785, Sunnybank Qld 4109
Tel: 61 7 3277 2776 Fax: 61 7 3277 0818
Email: evelyn@biss.com.au
Mobile: 0433 135 339

APPLICATION FOR AIRPORT RECEPTION

Airport reception A\$95.00 (Brisbane airport only). 15% surcharge applies for flights arriving between 10 pm – 6 am
Booking must be made at least 3 working days prior to departure.

Payment must be made at the time of booking. Select your payment method:

- Bank Draft or cheque made payable to BISS Holdings (Qld) Pty Ltd
- Telegraphic Transfer to BISS Holdings (Qld) Pty Ltd ANZ Bank BSB: 014269 AC: 489555545 Swift Code: ANZBAU3M. Please add \$15 bank fee Faxed or emailed copy of proof of payment to Brisbane International Students Services
- Please debit my Bankcard MasterCard Visa Credit Card will incur a 2 % surcharge

CARDHOLDERS NAME:	EXPIRY DATE:
CARD NUMBER:	SIGNATURE:

PERSONAL DETAILS

Family Name: _____ Given Names: _____
 Address: _____
 _____ Postcode: _____
 Telephone: _____ Email: _____
 Date of Birth: _____ Male Female Nationality: _____
 Agent's Name: _____ Agent's Email: _____
 Agent's Tel 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 BISS immediately if I change my arrival details, or no longer require airport reception. Failure to inform BISS of a cancellation or change in arrival details will incur a penalty fee. Notice must be given **at least 3 working days** prior to departure.

Sign: _____ 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 BISS – 617 3277 0818 or email to evelyn@biss.com.au

IMPORTANT INFORMATION

- Brisbane International Airport - Look for a representative holding a sign with your name at the Arrival Hall
- Brisbane Domestic Airport - Look for a representative holding a sign with your name at the Baggage Collection aisle of your flight.

If you cannot see the representative, please ring 0433 135 339 immediately or go to the Information Desk and ask for assistance. Students are advised not to leave the airport or take a taxi to their accommodation as airport reception has been arranged. If you make other arrangements without informing BISS at least 48 hours in advance you will be charged accordingly. You must also contact us immediately if there any changes to your arrival time. Failure to notify us of any changes will incur a penalty.

Emergency Tel No: International: + 61 433 135 339 Local: 0433 135 339