



SERVICES REQUEST FORM

▪ This form must be completed and returned via email to the case manager at least 4 weeks before arrival date

Note:

- If you are applying for a packaged (English and vocational) course your request will be forwarded to the TAFE English Language Centre
- If you are applying for a vocational course in the Sydney area your request will be forwarded to an external agency which will contact you about these services
- If you are applying for a vocational course outside the Sydney area your request will be processed by the relevant TAFE Campus

IS Reference No.

A) Fee

Airport Pickup	A\$140.00 incl. GST (non-refundable)
Accommodation placement fee including guardianship	A\$300.00 incl. GST (non-refundable)
Homestay fees	A\$310.00 per week*

**All prices are subject to change without notice.*

B) PERSONAL DETAILS

Family Name: _____ Given Name(s): _____

Birth date (day/month/year): _____ Male Female

Nationality: _____ Religion: _____

Home Address: _____

Australian Address (if available): _____

Telephone: _____ Mobile: _____ Facsimile: _____ E-mail: _____

_____ TAFE Campus attending: _____

TAFE course: Course number: _____

Course name: _____

Agent's Name: _____ Contact Number/Email: _____

C) AIRPORT PICK UP

Do you require Airport Pick Up? Yes No (Go to Section C)

Name of Airport that you will arrive at: _____

Departure From: _____ Departure Time: _____ Departure Date: _____

Arrival Date: _____ Arrival Time: _____ Airport Location: _____

Airline Name: _____ Flight Number: _____

D) ACCOMMODATION

Do you require Temporary Accommodation on-arrival? Yes starting (date/month/year): _____ No (Go to E)

What type of Accommodation do you require?

Homestay (min 4 weeks) Share Accommodation

Required length of stay in accommodation: _____

Do you have any allergies or medical conditions that will require special attention?

Yes (give details) _____ No

Do you smoke? Yes No

Do you prefer to live in a household that has young children? Yes No

Do you like household pets? Yes No

Do you have any interest/hobby Yes No

Do you follow a special food diet? Yes (give details) _____ No

Describe your own family _____

E) ACCOMMODATION CONDITIONS

1. If the request is received less than 2 weeks prior to your arrival date, there is no guarantee that accommodation can be arranged.
2. Short-term accommodation can be arranged until permanent accommodation is found.
3. Accommodation address will be given by the accommodation provider or TAFE NSW upon receipt of flight number, arrival times and payment of service fees
4. If you book any accommodation you will need to enter into a contract directly with the accommodation provider/landlord and will need to make all payments (other than the fee for accommodation placement if applicable) to the accommodation provider/landlord and not to TAFE NSW
5. Tuition fees do not include the cost of accommodation.

E) FEES FOR ACCOMMODATION PLACEMENT & AIRPORT PICK UP

1. Fees for accommodation placement and airport pick up service listed in item (A) must be paid before the service(s) can be provided. Once this office received your completed form and fees, you will receive a letter/email of confirmation from the service provider.
2. Airport pickup/accommodation placement service fee will not be refunded. The fee applies even if you do not make use of the service.
3. It is your responsibility to advise TAFE NSW and the accommodation/airport pick up provider of any changes (it does not include cancellation) in your flight details not less than 24 hours prior to the expected arrival as indicated above. Otherwise, you will have to pay the service fees again for the new arrangement.
4. All prices are subject to change without notice.

Please sign below after you have read, understood and agreed to comply with the conditions on this application.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____