

# INTERNATIONAL STUDENTS 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

International student number:

## FEES

Airport pick-up	A\$140 incl. GST (non-refundable)
Accommodation placement fee including guardianship	A\$300 incl. GST (non-refundable)
Homestay fees	A\$310 per week*

\*All prices are subject to change without notice.

## SECTION A - STUDENT DETAILS

Family name:  Given name/s:

Date of birth (DD/MM/YYYY):   Male  Female

Nationality:  Religion:

Home address:

Australian address (if available):

Telephone:  Mobile:

Email:

TAFE NSW location attending:

TAFE NSW course number:  TAFE NSW course name:

Agent's name:  Contact number/email:

## SECTION B - AIRPORT PICK-UP

Do you require airport pick-up?  Yes  No (Go to Section D)

Name of airport that you will arrive at:

Departure from:  Departure time:  Departure date:

Arrival to:  Arrival time:  Arrival date:

Airline name:  Flight Number:



## SECTION C - ACCOMMODATION

Do you require temporary accommodation on arrival?  Yes, starting (date/month/year):   
 No (Go to Section 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?

No  
 Yes Give details:

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?

No  
 Yes Give details:

Describe your own family

## SECTION D

### 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.

### FEES FOR ACCOMMODATION PLACEMENT AND 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 (DD/MM/YYYY):

Parent's signature:

Date (DD/MM/YYYY):

