

## Navitas College of Public Safety AIRPORT RECEPTION REQUEST

If you have no one to meet you at Melbourne Airport, and would like a representative from NCPS to meet you, please complete the form.

Once you have completed all parts of the form you should:

1. Fax **or** email the details to the Student Support Unit at least 1 week before departure; and
2. Keep a copy for your records.

**Fax +61 3 8327 2699 or email [ssu@ncps.edu.au](mailto:ssu@ncps.edu.au)**

Write your details clearly below using block letters. The Student Support Unit will contact you confirming your request has been received and how we will meet on your arrival.

PERSONAL DETAILS		
Family Name:	First Name:	
Gender (tick box): <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	ID Number:
Full address in home country:		
Telephone Number in home country: Country Code:      Area Code:      Number:		
Email Address:		
Accommodation address in Melbourne:		
FLIGHT DETAILS		
Flight Number:	From:	Date & Time of Departure:
Flight Number:	To:	Date & Time of Arrival (Melbourne Airport):

Declaration:

1. I will not leave the airport without making contact with the SSU Representative;
2. I will advise any changes of arrival times or flight details; and
3. I will advise if I no longer require airport reception.

**Note: It is your responsibility to have this form completed and delivered to NCPS.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_