

Airport Pickup Request Form

NTCA recognises that arriving in a new country can be both exciting and challenging. Thus, NTCA will arrange a pickup service on your behalf using trusted third-party providers. This ensures that you are met at the airport and transferred directly to your nominated address.

Important Note: To organise this service, please complete the form at least 10 working days before your arrival in Australia. Late submissions may result in delays or unavailability of the service.

Section 1: Personal Details and Contact Information

Gender	☐ Male ☐ Female ☐ Other	Title	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss. ☐ Other
Given Name		Middle Name	
Family Name		Date of Birth	
Phone Number		Email	
Next of Kin/ Person to Contact in an Emergency		Relationship	
Contact Number		Email	

Do you have any accessibility needs to be considered? ☐ Yes ☐ No

If yes, please provide details

Section 2: Arrival and Flight Details

Arrival Airport	☒ Tullamarine (MEL) ☐ Avalon (AVV)
Airline and Flight Number	
Arrival Date and Time	
Departure City and Country	
Departure Date and Time	
Luggage Details (approx. numbers and size)	

Section 3: Drop – Off/ Transfer Destination

Address for Drop - Off	
Suburb/ City	
State and Post Code	

Section 4: Fees and Payment

Airport Pickup Fee (One Way)	\$100 (minimum)
Payment Method	☐ Bank Transfer ☐ Credit Card
Payment Reference No.	

Note: Payment must be received at least 5 working days prior to arrival to confirm your booking.
This fee covers NTCA's coordination and the actual transport cost charged by the third-party provider.

Section 5: Applicant Declaration

I acknowledge and confirm that:

1. I am authorising NTCA to arrange airport pickup on my behalf through an approved third-party transfer provider.
2. All flight and address details provided are accurate.
3. NTCA is not the transport operator and is not liable for delays, cancellations, or loss of belongings.
4. I agree to pay the AUD \$100 (one way) fee in advance to confirm my booking.
5. I will notify NTCA immediately of any flight changes or delays.
6. NTCA will be sharing my contact and travel details with the driver for pickup coordination.
7. My personal information will be handled in accordance with the Privacy Act 1988 (Cth).

Applicant Name	
Applicant Signature	
Date	

IF APPLICANT IS UNDER 18 YEARS OF AGE AT THE TIME OF APPLICATION

Parent/ Guardian's Name	
Parent/ Guardian's Name	
Date	

For Office Use Only

NTCA Student Support Team Notes and arrangements made.	
Team Member's Name	
Team Member's Role	
Team Member's Signature	
Date	