

INTERNATIONAL STUDENT SHUTTLE REQUEST FORM

For students requiring an airport transfer to their pre-arranged accommodation



This 'Shuttle Booking Form' is exclusively for students requesting a shuttle ONLY.

Students who require a shuttle AND accommodation to be arranged must complete the International Student Accommodation Form (shuttle information on the form)

If you require an airport pick up to be arranged for you by Wintec, please complete this form in full. Our preferred shuttle company is a safe and reliable transport option for students – either to or from the airport.

Shuttle Booking Process:

1. Answer **ALL** questions in this form & sign and date the form
2. Email the form to: international.accommodation@wintec.ac.nz
3. Wintec will email to confirm we have received the application. Email us if you do not receive this email
4. A detailed confirmation email is sent once the shuttle is booked and confirmed

SECTION 1: Personal Details (as seen on the passport)

Family Name:

First Name(s): English Name:

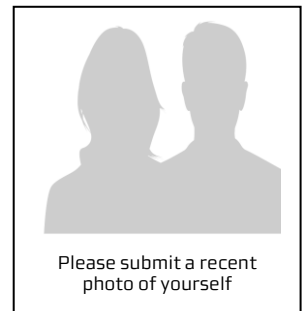
Date of Birth (dd-mm-yy): Wintec ID:

Nationality: Region:

Gender: Male Female I identify as

Email address:

What language(s) do you speak?



SECTION 2: Travel Information

We need to know when you are arriving into NZ. Please complete with your travel details OR send us a copy of your flight itinerary

Date of arrival (in NZ): Time of arrival (in NZ):

Country of departure: Flight Number:

I require a shuttle from Auckland Airport to Hamilton (cost \$85 per person/per trip)

Hamilton Airport to Hamilton Accommodation (cost \$45 per person/per trip)

SECTION 3: Delivery Information

Contact Name: Relationship to you?

Address in Hamilton:

NZ Phone: Email:

SECTION 4: Your Health (compulsory for all students)

Under the NZQA Code of Practice for the Care of International Students, Wintec is required to obtain health information from you. We request this information so that should you get unwell while travelling or while using the shuttle service, we know how best to help you.

The information provided **will remain confidential** and will only be shared with necessary Wintec staff and/or appropriate professionals **IF** it is relevant to your wellbeing. This information will NOT affect your admission to Wintec or ability to book a shuttle.

Do you have a disability or medical condition? <i>(i.e. asthma, epilepsy, diabetes, eyesight problems etc.)</i>	Yes	No
Have you ever been treated for any mental health issues? <i>(i.e. depression, bipolar, eating disorder, autism etc.)</i>	Yes	No
Are you taking any medication at the moment? <i>(i.e. pain medication, anti-depressants, heart pills, insulin etc.)</i>	Yes	No
Do you have any allergies to medication, animals and/or foods? <i>(i.e. bees, penicillin, cats, dogs, dairy, shellfish etc.)</i>	Yes	No
Have you had surgery or any major injuries in the past 5 years? <i>(i.e. broken bones, head trauma, back injuries etc.)</i>	Yes	No
If you have answered 'yes' to any of the above, please provide additional information here:		

SECTION 5: Emergency Contact

Contact person in case there is an emergency. If you are under the age of 18, this must be your parent(s) or legal guardian:

Name: Relationship to you:

Can they speak English? Yes No What language(s) do they speak?

Address:

Phone: Email:

SECTION 6: Declaration*

Please read this section carefully and tick each box to show that you understand and accept the condition:

<input type="checkbox"/>	I have answered all questions honest & truthfully. I agree to update Wintec if there are any changes to my flights/travel plans.
<input type="checkbox"/>	I understand the cost of the shuttle service: \$85 for pick up at Auckland Airport & \$45 for pick up at Hamilton Airport
<input type="checkbox"/>	I understand that the cost of the shuttle is non-refundable (if cancelled with less than 48 hours' notice) and the cost will be charged to my Wintec account. No fees are payable to the driver directly
<input type="checkbox"/>	I agree to make payment of the shuttle service to Wintec, either prior to arrival or within the first week of my arrival
<input type="checkbox"/>	I understand that no abuse, rude or violent behavior will be tolerated. If asked to disembark the shuttle due to your behavior, no refund will be applicable. I also understand that if I cause deliberate damage to the shuttle, I am responsible for these costs

Full Name*: Date:

Signature*: Wintec Student ID:

By writing your name here, this is considered signed by you

*If you are under the age of 18, this must be signed by a parent of legal caregiver

SECTION 7: Making the Payment

Once the application form has been completed, it must be submitted to Wintec & payment of fees made to confirm booking request:

SUBMITTING YOUR APPLICATION	MAKING PAYMENT OF HOMESTAY FEES
<ol style="list-style-type: none"> Email the completed application form to international.accommodation@wintec.ac.nz Receive a confirmation email from Wintec to acknowledge receipt of your application. If you do not receive this, contact Wintec to confirm we have received the application form. Pay the shuttle fee Receive a confirmation email to confirm homestay (and shuttle) arrangements 	<p>Payments may be made by telegraphic transfer, credit card (Visa, Bankcard or MasterCard) or bank draft to:</p> <p>Account number: 02-0316-0112455-00</p> <p>Payee: Waikato Institute of Technology</p> <p>Bank: Bank of New Zealand</p> <p>SWIFT CODE: BKNZLN22</p> <p>Bank Address: Victoria Street, Hamilton, New Zealand</p> <p>Reference: Payment MUST have the student's name & Wintec student ID number listed as a reference</p>