INTERNATIONAL STUDENT SHUTTLE REQUEST FORM





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):	Eı	Inglish Name:	
Date of Birth (dd-mm-yy):	W	Vintec ID:	
Nationality:	R	Region:	
Gender: Male Email address:		l identify as	Please submit a recent photo of yourself
What language(s) do you speak	?		
SECTION 2: Travel Infor	nation		
We need to know when you ar	e arriving into NZ. Please comp	plete with your travel details OR send us a cop	y 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 Ha	amilton (cost \$85 per person/per trip)	
	Hamilton Airport to Ha	amilton Accommodation (cost \$45 per person/p	per trip)
SECTION 3: Delivery Info	rmation		
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 **<u>IF</u>** 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.e. asthma, epilepsy, diabetes, eyesight problems etc.)	Yes	No	
Have you ever been treated for any mental health issues? (i.e. depression, bipolar, eating disorder, autism etc.)	Yes	No	
Are you taking any medication at the moment? (i.e. pain medication, anti-depressants, heart pills, insulin etc.)	Yes	No	
Do you have any allergies to medication, animals and/or foods? (i.e. bees, penicillin, cats, dogs, dairy, shellfish etc.)	Yes	No	
Have you had surgery or any major injuries in the past 5 years? (i.e. broken bones, head trauma, back injuries etc.)	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:

	I have answered all questions honest & truthfully. I agree to upda	te Wintec if there are any changes to my flights/travel plans.
	I understand the cost of the shuttle service: \$85 for pick up at Au	ckland Airport & \$45 for pick up at Hamilton Airport
	I understand that the cost of the shuttle is non-refundable (if can charged to my Wintec account. No fees are payable to the driver of	
	I agree to make payment of the shuttle service to Wintec, either p	rior to arrival or within the first week of my arrival
	I understand that no abuse, rude or violent behavior will be tolerarefund will be applicable. I also understand that if I cause delibera	
Full Name	z*.	Date:
Signature	<u>*</u> .	Wintec Student ID:

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

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
Email the completed application form to international.accommodation@wintec.ac.nz	Payments may be made by telegraphic transfer, credit card (Visa, Bankcard or MasterCard) or bank draft to:
2. Receive a confirmation email from Winter to	Account number: 02-0316-0112455-00
acknowledge receipt of your application. If you	Payee: Waikato Institute of Technology
do not receive this, contact Wintec to confirm we	Bank: Bank of New Zealand
have received the application form.	SWIFT CODE: BKNZNZ22
 Pay the shuttle fee Receive a confirmation email to confirm homestay (and shuttle) arrangements 	Bank Address: Victoria Street, Hamilton, New Zealand
	Reference : Payment <u>MUST</u> have the student's name & Wintec student ID number listed as a reference

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