

Services Request Form

International student number:

- This form must be completed and returned via email to the case manager at least four weeks before arrival date
- If you are applying for a packaged (English and vocational) course your request will be forwarded to the TAFE NSW English Language Centre
- If you are applying for a vocational course in the Sydney area, your request will be forwarded to an external agency that 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 NSW Campus

Fees

TAFE NSW partners with the following Accommodation providers. Your accommodation may be arranged with any one of these providers subject to availability.

Fees for accommodation placement and airport pickup service are payable directly to the accommodation provider. Details of the fees charged by the accommodation provider are listed on their website.

- [Auzzie Families Homestay Care](#)
- [Oz Homestay](#)
- [Study Vision](#)

All prices are subject to change without prior 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):	
Mobile:	Email:
TAFE NSW location attending:	
TAFE NSW course number:	TAFE NSW course name:
Agent's name:	Contact number/email:

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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 D)

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 prefer to live in a household that has pets? Yes No

Do you have any special dietary requirements relating to health, religion or other reasons?

No Yes, give details:

Describe your own family

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Section D

Accommodation Conditions

1. If the request is received less than two 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 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 pickup service listed in item (A) must be paid to the accommodation provider before the service(s) can be provided. Once the fees are paid, the accommodation provider will send you a written confirmation.
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 (not including 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):

Please send the completed form to: intadmissions@tafensw.edu.au