

## Request for Airport Reception

Robertson College is pleased to offer New International students who are NOT in the homestay program, the opportunity to apply for airport reception. This service will have someone meet you at the Winnipeg James Armstrong Richardson International Airport on the day of your arrival and take you directly to your accommodations. \*\*Please note that this service is only available if accommodations are within the city limits\*\*

This request must be submitted at least 7 days before your arrival. Available dates for January 2019 Intake are:

**December 21-23**

**December 26-31**

**January 2-5**

Robertson College staff will normally be there 20 minutes after your flight is scheduled to arrive. It will take about 20 minutes for you to depart the plane and pick up your luggage. You will be met at the bottom of the escalators by a Robertson College staff member holding a name board with your name on it.

If a Robertson College staff member is not at the meeting place upon your arrival, please wait at least 20 minutes in case there has been an unforeseen delay. After 20 minutes, please call 1-204-815-5699 for assistance. \*please note that you may have to wait longer if your flight arrives earlier than the scheduled time\* Do not leave the airport on your own if you have requested a pick-up. You will be charged a \$100 no show fee if you do not inform us in advance of any changes to your flight itinerary or if you have made any alternate pick up arrangements. All cancellations need to be confirmed by a member of Robertson College's International team during business hours.

Before you apply, please be sure that:

- You have accepted an admission offer and paid your tuition fees.
- You have a student visa and your study permit approved.
- You have confirmed flight details.
- You have confirmed accommodation and exact address.
- You carry no more than 3 bags (2 checked-in luggage and 1 carry-on). If you have more bags than that, you will need to arrange your luggage to be transported by a taxi at your own expense.
- You submit this request at least 7 days prior to your arrival.
- You inform Robertson College of any changes on your itinerary in advance.

I, (Name) \_\_\_\_\_, have read and understand all of conditions for Airport Reception Service.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Personal Information

First Name:	Last Name:
Student ID:	
Program of Study:	
Student Phone Number(Including country code):	
Student Email:	
Agent Email(if applicable):	

### Arrival Information

Arrival Date:
Arrival Time:
Flight Number:
Airline:

### Additional Information

Destination Address in Winnipeg (*Proper address must be provided)
Number of passengers (Including yourself):
Number of bags:

#### Office Use Only

Received by:	Date:
Confirmation Email Sent <input type="checkbox"/>	Date:
Note:	