

# Study Tour Application Form



Global **experience**  
feels like home

## Organiser Details

Name of the educational institution/agent: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Institution Details

Institution Name: \_\_\_\_\_ City: \_\_\_\_\_

Institution Address: \_\_\_\_\_

## Arrival Details

**Date of arrival:**

**Time of arrival:**

**Flight number:**

*Do you require the student(s) to be collected from the airport and transferred to their hosts directly?*

Yes No

*Do you require the hosts to collect the students from a meeting point (i.e. college, university, etc)?*

Yes No

*If yes, do you require Global **experience** staff to be present at the meeting point?*

Yes No

## Departure Details

**Date of departure:**

**Time of departure:**

**Flight number:**

*Do you require the students to be collected from each homestay to the airport?*

Yes No

*Do you require the hosts to drop the students to a meeting point (i.e. college, university, etc)?*

Yes No



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## Type of Accommodation

Single

Twin share

## Participant Details

### Age bracket

11-15

16-17

18+

Total number of participants:

### Any Extras (please tick)

Daily Lunch

Internet

Caregiving

## Terms and conditions

1. We require 50% deposit due within 1 week of sending the invoice. The remaining balance must be fully paid 1 week before the arrival.
2. Accommodation placement fee is non-refundable.
3. Full homestay accommodation fees are non-refundable if cancellation is received less than 5 working days prior to student's arrival. Cancellation made after this will incur cancellation fee equivalent to 2 weeks homestay fee.
4. Airport pick-up fee is non-refundable if cancellation is received less than 5 working days prior to student's arrival.
5. The standard check-in time for weekdays is after 5pm. The standard check out time is 12pm (any day).
6. If you request the hosts to collect students from a meeting point, the recommended pick up times are after 4pm weekdays, after 9.30am weekends.  
  
If you request the hosts to drop students to the educational institution, the recommended drop-off times are between 8-8.30am weekdays and before 1pm weekends.
7. Please let us know if you need alternative arrangements to be made.
8. There is a minimum number of 10 students arriving if you request a Global **experience** staff member to be present at the meeting point.

**I have read the terms and conditions and agree to proceed**

**Signature:**

**Full name:**

**Date:**

