

# Accommodation and Airport Pick-up Form

## ACCOMMODATION & AIRPORT PICK-UP FORM

### Student Details

Registration No: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Temporary Accommodation Request

Tick If Required

Single Room (Single Occupancy) including all bills plus basic breakfast

1 Week  £300.00 (En-Suite & Breakfast)

Need from (Start Date): \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

### Airport Pick-up Request

Tick if Required

Date of arrival to the UK: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of arrival to the UK (UK time): \_\_\_\_\_

Airport: \_\_\_\_\_ Terminal: \_\_\_\_\_

Flight Number \_\_\_\_\_ Airline: \_\_\_\_\_

**The fixed price for this service = £60.00. If you arrive late there may be an additional charge of £12.00 Per Hour. The taxi firm is called London Airport Cars Arrivals. You will need to look out for the driver who will be holding a sign displaying your name.**

**TOTAL TO PAY: Accommodation £\_\_\_\_\_ + Airport Pick-up £\_\_\_\_\_ = £\_\_\_\_\_**

### PAYMENT DETAILS

**Bank details:** Barclays Bank

**Account name:** London College of Business and Finance

**Account number:** 83733939

**Sort code:** 20-44-22

**IBAN NO:** GB36BARC20442283733939

**SWIFT BIC:** BARCGB22

### IMPORTANT INFORMATION:

- Please provide us with at least **48 hours** notice of any changes to your travel plans.
- **All payments must be paid 1 week in advance** for the above services.
- Until you receive confirmation of bookings from LCBF, these services are **not guaranteed**.
- **You need to return this form at least 3 week prior to arrival to [aida@fctraining.co.uk](mailto:aida@fctraining.co.uk)**