**TRANSPORT BOOKING FORM**

Office of Educational Affairs

The Royal Thai Embassy

28 Prince’s Gate, London SW7 1PT

Tel: 0207 584 4538, Fax: 0207 823 9896

Transport: +44 207 856 9478

To be completed either by students (**over 16 years of age**) or parents and emailed to

**pvs1@oealondon.com** **at least 2 weeks before travelling date****.**

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| --- |
| **NAME OF STUDENT**:       **AGE**:       |
| **STUDENT EMAIL ADDRESS**:       |
| **STUDENT MOBILE NUMBER WHEN TRAVELLING**:       |
| **NAME OF SCHOOL/UNIVERSITY**:       |

Is your child travelling as an **Unaccompanied Minor (UM)**? [ ]  Is the **UM** form sent with this booking? [ ]

|  |  |
| --- | --- |
| **FOR ALL BOOKINGS PLEASE COMPLETE:** |  |
| I have obtained permission from the school for this booking | [ ]  |
| **FOR RETURN JOURNEYS TO THE UK PLEASE COMPLETE:** |  |
| Boarding House Opening Time: |        AM/PM |
| I have checked with the houseparent that the boarding house will be open on arrival. | [ ]   |

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAVEL DATE:** |       | **PICK UP TIME:** |       |

**PICK UP ADDRESS OUTWARD FLIGHT:**

|  |  |  |  |
| --- | --- | --- | --- |
|       Post Code:       |  | Flight No: |       |
|  | Departure Time: |       |
|  | Airport: |       |
|  | Terminal: |       |

**DESTINATION ADDRESS INWARD FLIGHT**

|  |  |  |  |
| --- | --- | --- | --- |
|       Post Code:       |  | Flight No: |       |
|  | Arrival Time (UK): |       |
|  | Airport: |       |
|  | Terminal: |       |

**SPECIAL NOTES**

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**I understand that OEA cannot guarantee to provide a requested driver. If changes are made to a booking or it is cancelled, charges may be incurred. Transport bookings which are last minute and sent outside office hours (Mon-Fri 10.00-17.00) cannot be accepted. Please send last minute changes of instructions direct to the driver cc to** **pvs1@oealondon.com** **Thank You.**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_**     **\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_**     **\_\_\_\_\_\_\_**

 **PARENT/ STUDENT**

1. OEA recommends the use of transport provided by the schools and shared taxis with other OEA students.
2. Transport bookings must be made through OEA, not direct with driver, unless making cash payment to driver. OEA will not pay for transport which has not been arranged through this office.
3. OEA cannot book transport before the end of term or after the start of term unless parents request and obtain official permission from the school **which is emailed with the booking form**.
4. OEA will email confirmation of the booking and details of the transport arrangements to all concerned.
5. If an OEA student books transport with OEA and then agrees to share transport with other students not under OEA care, the OEA student must collect money from the other students to cover the cost, as the invoice will be paid from the OEA student’s account.
6. OEA is not responsible for students not under our care.
7. OEA can organise a **UM form traveller** for Thai Airways only and this requires **at least 2 weeks notice**. Please send the name, address, and telephone number of the person meeting student at the airport in Thailand.
8. If a driver is delayed he will get in touch with the student directly on mobile and provide clear instructions, based on his experience for the student to follow.
9. It is the student’s responsibility to provide the correct mobile number and ensure mobile is fully charged and switched on before time to pick-up.

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| (FOR OFFICE USE) | DRIVER |  | AUTHORIZED BY |  | DATE |  |