

**Important Notes**

1. This **COMPLIMENTARY** service is available only for new Kaplan students arranging for airport pickup **as their arrival date.**
2. There will be no pick-up service between 2300hrs (11pm) and 0700hrs (7am). Please do note that the last flight landing time should be 2200hrs (10pm)
3. There will be no pick-up service on New Year's Eve, New Year's Day, Chinese New Year's Eve, the Chinese New Year holidays (Day 1 and Day 2), Christmas Eve and Christmas Day.
4. There will be no replacement airport pickup service provided in case of a 'no-show' or a failure to inform of a change in arrival date and time at least 7 days prior to the new Arrival Date.
5. For last minute flight updates (e.g. flights delay, flight cancellations), please call us at **+65 83001118**
6. Upon arrival, please proceed to the exit gate closest to your luggage belt at the Terminal's (T1, T2, T3 or T4) Arrival Hall. Our pick-up personnel will be holding a **Kaplan signage with your name.**
7. If you are unable to find us, please call us at **+65 83001118** or go to the airport information counter, and ask the customer service officer to help you call us.
8. Please attach your E-Ticket together with this Airport Pickup Form and email us **7 days in advance** prior to your arrival to Singapore.

**Arrival Details**

Flight Number	Date of Arrival	Time of Arrival

**Please Tick your preferred Destination**

- Kaplan City Campus @ Wilkie Edge**
   
  **Kaplan Accommodation Partners (Please State: \_\_\_\_\_)**

**Personal Details (all fields are compulsory)**

Name in English as in Passport or Identity Card ( <i>Underline Surname</i> )		Passport / FIN No.	
Gender (please tick) <input type="checkbox"/> Female <input type="checkbox"/> Male	Nationality	Contact No. ( <i>Must be Auto-Roam</i> )	Emergency Contact No.

**Are your parents arriving together with you and require pick-up too?**

- No    Yes - How many people (please state): \_\_\_\_\_

*Please note that pick-up is subject to seat availability and there will be an additional charge of SGD\$10/= per pax payable directly to "Scholastic Network" on the spot.*