



Airport Transfer Request

Revision: May 17, 2018
Pages: 1 of 1

POLY Languages Institute (POLY) provides airport transfer service from Los Angeles International Airport (LAX) to the POLY center you will be attending or to the place of your choice within 10 miles of the POLY center.

The *Airport Transfer Service* fee of \$80 is due 20 days prior to the scheduled arrival date or at the time of completing this form. The service fee is refundable only if the service request is cancelled at least 10 days prior to the scheduled arrival date you state on this form.

If you are requesting the *Airport Transfer Service*, you must complete and submit this form to the center you will be attending. For a proper arrangement, we require that you submit this form at least 10 days prior to your scheduled arrival date. Immediately after we receive this form, we will send you an *Airport Transfer Confirmation* form. In the form, we will provide you with additional information including emergency contact numbers.

Student Information

Name (Last, First): _____

Email: _____ Mobile Phone (If available): _____

Center: POLY at Irvine POLY at Los Angeles POLY at Pasadena

Flight Information

Arrival Date (MM/DD/YYYY): _____ Time (HH:MM): _____

Airline: _____ Flight Number: _____

From (City, Country): _____

Destination Information

To the Dormitory? Yes No If *No*, state the address below:

Street Address

City

State

Zip Code

Payment Information

Did you pay for the service (\$80)? Yes No

If *No*, the payment must be made.

Card Type: Visa Master Card Amex Discover

Card Number: _____ Sec. Code: _____ Exp. Date (MM/YY): _____

By signing below, I authorize POLY to charge \$80 for the *Airport Transfer Service*.

Date

Cardholder Name (Print)

Cardholder Signature