

Between certain dates LIBT offers a complimentary taxi journey for you from London Heathrow Airport to the your Host Family Homestay residence. **Please see the reverse of this sheet for details of the dates this service is operated and other important information regarding this service.**

For each student's safety and problem free journey we will only provide this reimbursement of monies if the student uses a Registered London Black Taxi Cab and obtains an official receipt from the driver. These taxis are very common throughout the airport and easy to find. A picture should help.



Students wishing to participate in this service MUST complete the following form and return it to the Student Support Officer at LIBT by fax or email before they depart for the UK. Reimbursement of UP TO £30.00 will be given to students who have submitted this form and received acknowledgement of receipt prior to their arrival. **Please fax this form back to the Student Support Officer on + 44 (0) 1895 269 704**

London IBT (LIBT) Student ID: _____

SECTION I – PERSONAL DETAILS

1. Family Name (Surname): _____
2. Other/Given Names: _____
3. Nationality: _____
4. Gender: M F
5. Date of Birth: ____/____/____

SECTION II – ARRIVAL DETAILS

6. Date of Arrival: ____/____/____
7. Time of Arrival: _____ (am / pm) *Please circle am or pm*
8. Flight Number: _____
9. Airline: _____ (e.g. Emirates, Singapore Airlines, British Airways, Virgin Atlantic, Cathay, etc.)
10. Terminal: _____ (e.g. 1,2,3 or 4)
11. Contact email address for confirmation of receipt: _____

Signature: _____ Date: _____

Important information regarding terms of this service (PLEASE READ CAREFULLY):

- Students will only be reimbursed their taxi fare (up to £30.00) if they have previously notified the Student Support Officer of their intended arrival at London's Heathrow Airport. The Student Support Officer will acknowledge all arrival declarations directly with the student. Students should provide their email address clearly on this form (see point 11).
- The maximum remuneration given to an LIBT student will be £30.00. Any additional charges incurred by the student will be payable by themselves. An average taxi fare from Heathrow Airport to West London is £15 - £20 but for longer journeys the fare can be considerably higher.
- Remuneration of a taxi fare will only be given for students arriving between the dates given below (Dates of Operation).

DATES OF OPERATION

(Students arriving outside of our operation period are not eligible for a refund of their transfer fare)

Semester 1, 2007:

Sunday 21st January – Sunday 4th February 2007

Semester 2, 2007:

Sunday 13th May – Sunday 27th May 2007

Semester 2, 2007 (Pre-Masters students):

Sunday 10th June – Sunday 24th June 2007

Semester 3, 2007:

Sunday 2nd September – Sunday 16th September 2007

Claiming of monies towards taxi fare

1. You must obtain a receipt from the taxi driver that clearly shows the date of your journey and the amount paid by yourself.
2. Bring this receipt with you on the first day of your programme of study and hand it in to the Student Support Officer (located at LIBT Reception). Then as long as your receipt is valid and has been issued by an official London Licensed Taxi, you will be able to collect your reimbursement from the Finance Manager on the Tuesday of the following week.
3. Please note that you will only be eligible for a refund if you completed the Arrival Declaration Form on the previous page and forwarded it to us prior to arrival, and if the date on the receipt matches the date of arrival you put on the form. All Licensed London Taxis will turn on their meters for the fare so you will not be overcharged. The average fare from London Heathrow airport to the Brunel campus in West London is £15.00-£20.00. We have put a maximum reimbursement figure of £30.00 as this will allow for slightly longer journeys and traffic delays. If your journey costs more than this amount, you will be liable for the difference. If your journey costs less than this, LIBT will only reimburse the amount paid up to £30.00.
4. You must hand in your receipt on the first day of your programme of study for your reimbursement to be ready on the Tuesday of the following week. Any receipts handed in after this date will require at least one week's processing time before the reimbursement is available.