

**Arrival Services Request Form**

Offered December 1, 2024 through January 6, 2025.

*Please type or fill in BLOCK letters. Read and sign Terms and Conditions on Page 2 and 3*

Student's Name:

---

Student's ID:

---

Passport Number:

---

Program Applied to:

---

Date and City of Departure:

---

Flight Name and Number:

---

Date of Arrival in Ottawa, Canada:

---

Time of Arrival in Ottawa, Canada:

---

## Arrival Services Terms and Conditions

I, (names) \_\_\_\_\_, understand that:

1. I have been admitted to Algonquin College, which is located in Ottawa, Canada, and I am therefore requesting the Arrival Services.
2. The Arrival Services include airport pick-up, as well as assistance for securing accommodation, and other settlement needs, including start-up groceries, bank account set-up, cell-phone set-up, etc.
3. This is a free service (please see point 10) available for all new Algonquin College students who have requested this service.
4. **AC Day 1 is on Monday January 6, 2025.**
5. I will be received at the Ottawa Airport by a representative of SAC Services, a company mandated by Algonquin College to provide the Arrival Services, and will be taken straight to the accommodation that has been arranged. I understand that accommodation costs are at my own expense.
6. The Arrival Services can be arranged only for me (the student) and not for any friend/relative accompanying me.
7. We strongly recommend you investigate and pre-arrange housing options before coming to Canada as you may not have much time to find housing upon arrival, and then your options will be very limited. In addition, setting a reasonable expectation for your budget will make it easier to find suitable accommodation. The average room rate in Ottawa is \$1200 – \$1400 per month in a two bedroom apartment, plus utilities, groceries, and living expenses. If you share a house with multiple roommates, those costs will be lower. This amount will give you good options. If you budget less than this, your options will be extremely limited.
8. The assistance that Arrival Services provides is outlined in the contract. Requests for additional services such as finding employment, assisting with purchasing or delivering furniture, co-signing leases, for example, cannot be accommodated.
9. Make sure to bring an amount of Canadian money (\$300 - \$400) with you, or if you cannot get Canadian currency in your home country, then many places in Canada accept US currency or you can exchange it on arrival. You will need to have some money on hand for meals and bus fare for the first few days you are here as Arrival Services does not provide meals or bus fare. You will get a bus pass once you come to campus and get your card, but for the first day or two you may not be able to get to campus.

10. In the event that I plan to transfer out of Algonquin College or defer my admission to the next intake after using Arrival Services, **I will be charged a fee of \$500 CAD in lieu of the services availed by me (this includes settlement assistance and airport pick-up charges)**. This fee is non-refundable and shall be deducted from the Tuition Fee paid by me to the College, apart from the other administrative charges that are deducted in case of a transfer.

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

Parent's/Guardian's Name (under 18): \_\_\_\_\_

Parent's/Guardian's Signature (under 18): \_\_\_\_\_

Signature: \_\_\_\_\_