



LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD

Tower House, Lewisham High Street, London, United Kingdom, SE13 5JX. **Tel:** +44 (0)800 689 4834. **Email:** info@lctd.co.uk **URL:** www.lctd.co.uk.

STUDENT/DELEGATE PICK UP FORM

Section 1: Applicant's Details *(Please Complete In Block Capitals)*

| | | | |
|---|-------------|--|---------|
| Student/Delegates Number | | | |
| Title | | | |
| Family Name | | | |
| First Name | | Nationality | |
| Date Of Birth | | Marital Status | |
| Gender | Male Female | UK Address (This must be a London address, where you want our driver to drop you): | |
| Permanent Home Address/ Overseas Address: | | | |
| Post Code | Country | Post Code | Country |
| Telephone | | Telephone | |
| Email | | | |

Section 2: Flight Details *(Please Complete In Block Capitals)*

| | |
|---|---|
| Departure details (This will be your last departure heading to London) | Arrival details (This will be your arrival details in London) |
| Flight Name & Number: | Flight Name & Number: |
| Departure From: | Arrival Airport (e.g. Heathrow or Gatwick Airport) |
| Departure Date & Time | Arrival Date & Time: |
| WhatsApp Number (in use at departure location) | Arrival Terminal: |
| | WhatsApp Number (in use at arrival location) |
| <i>Pick up note (For example, any information or how you would like the driver to identify you)</i> | |





LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD

Tower House, Lewisham High Street, London, United Kingdom, SE13 5JX. **Tel:** +44 (0)800 689 4834. **Email:** info@lctd.co.uk **URL:** www.lctd.co.uk

STUDENT/DELEGATE PICK UP FORM

Pick up terms and conditions:

1. Unless you complete this pick-up form with all accurate information, we cannot arrange a pick up for you.
2. Please note that our driver can only wait for up to a maximum of 1hr after your arrival. For example, if your arrival is 2.00 pm, our driver will wait for up to 3.00 pm. If you didn't make it out by 3.00 pm, you would lose the free pick-up slot.
3. If you lose your pick-up slot due to the condition stated in point two above, you might be assisted by our administrative team to help you book UBER/BOLT. Please note that you must agree to pay the amount incurred during registration with us. If you don't fulfil your promise, we will withhold your materials and certificates.
4. This pick-up offer and any alternative arrangement will not support students or delegates whose destination is outside London.
5. Accompanying family members wishing to use this airport transfer will pay £75.00 per person of airport transfer fee.

Accompanying or family members' details:

Section 3: Declaration

I certify that all information I have given is correct to the best of my knowledge. The information contained on this form can be given to pick-up service personnel.

I Agree []

I do not Agree []

Date: / /

