

Address: Llandrillo College, Rhos-on-Sea, Colwyn Bay , North Wales, UK, LL28 4HZ

Telephone: 0044 1492 542315

Fax: 0044 1492 543052

Email: [international@llandrillo.ac.uk](mailto:international@llandrillo.ac.uk)



### AIRPORT COLLECTION NOTIFICATION (please email or fax)

(This service will cost an additional £60-80 which is payable to the driver on arrival at your destination. Please note once your airport collection has been confirmed you will be liable to pay for this service if you change your travel plans without sufficient notice)

Details Needed	
Name:	
Home Address:	
<b>Day and date of departure from home country</b>	
Day	
Date	
Airline	
<b>Flight number and departure time from home country airport</b>	
Flight Number	
Departure Time	
Flight number and departure time from last transfer airport e.g. London, Paris, Amsterdam	
Flight Number	
Departure Time	
<b>Arrival Time, Day and Date at Manchester Airport</b>	
Arrival Time	
Date	
Terminal	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> (Please tick as appropriate)
Amount of Luggage	

#### Instructions

#### Arrival at Manchester Airport

1. Make sure you complete a landing card on the aeroplane and keep it with your passport
2. Show your passport (queue in "Non EU countries/Others")
3. Proceed to "Baggage Reclaim" to collect your luggage (look on TV screen for the carousel number)
4. Pass through Customs (Green if nothing to declare)
5. As you pass through exit doors look for someone holding a large card stating LLANDRILLO COLLEGE
6. If you are unable to find your driver, please go to the information desk and ask if they have a message for you. Also you may phone the driver – his number will be on your airport confirmation form
7. If no message, ask them to call out the name Llandrillo College
8. In case of emergency please phone Llandrillo College between 0830 and 1700 Monday to Thursday (16.30 on Fridays) 01492 542319.
9. If you are arriving out of College office hours, you may use the College emergency telephone number: 07740 876656

(Please ensure you bring a copy of this paper with you to the airport)