



**BRUNEI STUDENTS UNIT
FLIGHT RESERVATION APPLICATION FORM**

DATE: _____

I. RESERVATION DETAILS

FLIGHT ENTITLEMENT:

- BIENNIAL LEAVE** (*student must submit examination result before ticket can be released, latest by three weeks prior to departure*)
- FINAL YEAR** (*student are mandatory to report to finance section for clearance before ticket can be released, latest by three weeks prior to departure*)
- OTHERS.** Specify _____

FLIGHT ITINERARIES

1. _____ TO LONDON / DATE _____ (British Midland)
2. LONDON TO BRUNEI / DATE _____
3. BRUNEI TO LONDON / DATE _____
4. LONDON TO _____ / DATE _____ (British Midland)

II. STUDENT PARTICULARS

BSU NO: _____

FIRST NAME: _____ FAMILY NAME: _____

TITLE: MR / MRS / MISS ** ROYAL SKIES NO: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

AUTHORISED BY (for Director of Studies): _____

DATE: _____

NOTE:

- Please complete and return this form to Brunei Students Unit at admin@upp.org.uk as soon as possible in order to book your preferred date of travel. Kindly refer to the welfare officer for any changes.
- Please note that date of flight reservation will be on a first come first served basis and Brunei Students Unit will not take responsibilities on ticket cancellation and additional payments / penalty charges incurred for change of dates of travel, depending on airlines terms and conditions.
- All students are responsible to ensure that passports and visas to / from destination countries are valid.
- Students must contact Brunei Students Unit for ticket collection at least three weeks prior to departure.