

Bus Booking Procedure

1. Please download and fill in the Bus Booking Form.
2. Please contact **Eva Liana Vu (+60 10-361 0727)** upon submission of form via WhatsApp.
3. Submit **1 HARDCOPY** of the completed Bus Booking Form to the Student Council office and email the **SOFTCOPY** of the completed Bus Booking Form to welfare.sc@curtin.edu.my.
4. **COMPLETE ALL OF THE ABOVE PROCEDURE FOR YOUR REQUEST TO BE PROCESSED.**
5. Student Council will respond to the request **within 5 working days** upon submission unless notified for any extension period.

**Please note that the maximum capacity of the small bus is 25 passengers; the maximum capacity of the big bus is 44 passengers.*

President
Alexander Jacklya Bin Dakius
Secretary
Lemuel Anak Robin Johnson
Treasurer
Alvin Tan Sien Ming

Vice President
Lee Tone
Vice Secretary
Natalia Lim Xiao Ying
Vice Treasurer
Ai Mei Jumawan Su

Academic
Donavon Soh Chi Yu
Resty Anak James

Activities
Chai Xiao Wei
Lim Ee Hann
Wyatt Anak Berenin

Marketing and Publicity
Fellenne Hoe Yen Yu
Nurul Alya Husna Binti Husini
Phoebe Mae Apex

Welfare
Eva Liana Vu
Vaneri Remon Anak Giles Gana

International
Faradina Leareen Strout

REF NO.: 2026

Club Name:

Person 1:

Person 2:

Student ID:

Student ID:

Student Email:

Student Email:

Contact No:

Contact No:

Application Date and Time:

BOOKING DETAILS

Purpose/Event:

Venue:

Date:

No. of confirmed pax.:

Pickup Point (Destination A – Destination B):

Time:

Pickup Point (Destination B – Destination A):

Time:

1. All bookings must be made **5 WORKING DAYS** before the proposed date and are **subjected to availability** of transport requirements.
2. Only **certified convocation members** are allowed to make bus booking.
3. All **late bookings** are subject to be **rejected** on the spot.
4. Approval will be according to the deliberation of the Student Council and may be terminated without prior notice.

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5. Curtin University reserves the right to **override** student bus booking without prior notice.
6. Approval of bookings will be made via student email **within 5 days** unless notified for any extended period of time.
7. **Cancellation of the bus booking** must be made **24 hours** prior to the proposed time. **Last minute cancellations** will **NOT** be accepted.
8. The amount of **payment** will be confirmed **after** the bus has **completed** the journey.

[FOR OFFICE USE]

Welfare Officer/Representative			
Date Received		Request Approved	YES / NO
Confirmation Date			
Signature			

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