



This e-registration form can be filled in on screen.
Please complete and send to the Training Centre where the course is to be held.

Course Title: _____ **Class No.:** _____ **Promo Code:** _____

Course Date: _____ **Course Location:** _____ **IATA Strategic Partner** **Airport Advisor**

Are you working towards completion of an IATA Diploma? Yes No *If yes, please specify:* _____

- | | | | |
|------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Advanced Airport Operations | <input type="checkbox"/> Airport Strategic Management | <input type="checkbox"/> People Management | <input type="checkbox"/> Safety Management for Airlines |
| <input type="checkbox"/> Air Cargo Operations | <input type="checkbox"/> Aviation Security Management | <input type="checkbox"/> Professional Training | <input type="checkbox"/> Safety Management in Civil Aviation – Operations Stream |
| <input type="checkbox"/> Air Law | <input type="checkbox"/> Aviation Security Operations | <input type="checkbox"/> Professional Training – Aviation Security Stream | <input type="checkbox"/> Safety Management in Civil Aviation – Regulatory Stream |
| <input type="checkbox"/> Air Navigation Systems Management | <input type="checkbox"/> Civil Aviation Management | <input type="checkbox"/> Project Management | <input type="checkbox"/> Senior Diploma in Airline Management |
| <input type="checkbox"/> Airline Cost Management | <input type="checkbox"/> Dangerous Goods Regulations | <input type="checkbox"/> Revenue Accounting and Control – Passenger Stream | |
| <input type="checkbox"/> Airline Operations | <input type="checkbox"/> IATA/Jeppesen Airline Operations & Safety | | |
| <input type="checkbox"/> Airline Quality Management | | | |

Have you previously attended an IATA class? Yes No

Family Name _____ Mr. Mrs. Ms.

First Name _____

Job Title _____

Company/Organisation Name _____

Mailing Address _____ Personal Company

Tel. Number (include country/city code) _____

Fax Number (include country/city code) _____ E-mail _____

Authorising Officer's Approval: Name _____ Title _____

Tel. Number _____ Fax Number _____ E-mail _____

Be sure to include your name, organisation and course title/class no. on your method of payment.

BANK WIRE TRANSFERS
MADE TO:
IATA Account No.: 400-749-8
Bank Number: 003 / Branch
Number: 00001
Royal Bank of Canada
1 Place Ville Marie
Montreal, Quebec
H3C 3B5 Canada
Swift Code : ROYCCAT2
ABA # / Routing No (IBAN) :
021000021

Course Fee (in USD) _____

Late Registration Fee: **USD 100.00**

(applies to all registrations received within 21 days prior to the course commencement)

IATA CLEARING HOUSE VISA EUROCARD/MASTERCARD AMEX

Name as it appears on credit card _____

Card no. _____ Expiry date: Month _____ Year _____

Signature _____ Date _____

BANK DRAFT/CHEQUE OR MONEY ORDER

Made payable to IATA, drawn on a Canadian or U.S. branch of a bank.
Your bank draft/cheque must be micro-encoded.

BANK TRANSFER (please attach photocopy)

Name of organisation and/or individual to appear on invoice: _____

IATA Training & Development Institute

KNOWLEDGE • EXPERIENCE • NETWORKING • SKILLS • RESULTS

Registration Terms and Conditions

for classroom courses

Course fees

The fees indicated are per person and include course tuition and documentation. Fees do not include accommodation, meals or transportation.

Fees are payable in US dollars and are published for

- Members: IATA, ICAO, ACI Members, IGHC Members, GSSA Members, IATA Partners, Airport Advisors
- Developing Nations (DNA): IATA, ICAO, ACI Members, IGHC Members, GSSA Members, IATA Partners, Airport Advisors headquartered in developing nations
- Non-Members

Registration Deadline & Late Registration Fee

All registrations must be received no later than 3 weeks prior to the course start date.

Late registrations will be accommodated, provided:

- Seats are available
- Payment is made by Credit Card or through IATA Clearing House
- Late Registration Fee of USD 100.00 is paid

Payment Notice

Complete payment must be received prior to the beginning of the course. Failing receipt of payment, IATA reserves the right to either deny access to the class or withhold the course certificate.

The IATA Training & Development Institute does NOT accept CASH payments.

Bank wire transfers should be made to*:

IATA Account No: 400-749-8
Bank Number: 003
Branch Number: 00001
Royal Bank of Canada
1, Place Ville Marie
Montreal, Quebec
Canada H3C 3B5
Swift Code: ROYCCAT2
ABA No. / Routing No. (IBAN): 021000021

Bank Draft / Cheque or Money Order*

Should be made payable to IATA, drawn on a Canadian or U.S. branch of a bank. Your bank draft / cheque must be micro-encoded.

**Please include your name, organisation and course title/code on your bank wire transfer/bank draft/cheque or money order to ensure that your payment is appropriately allocated.*

Cancellation Policy

We offer a flexible cancellation policy:

- Course fee is fully refundable if your cancellation request is made in writing and **received by IATA 21 days prior to course commencement**.
- Should we receive your request **less than 21 days** prior to the course commencement, the course fee is **non-refundable**, however suitable participation substitution may be requested in writing at any time without additional cost.
- **Failure to attend** the course without prior notice (No-Show) will result in the loss of the course fee paid.

In the event of insufficient enrolment, IATA reserves the right to cancel any course 21 days prior to course commencement, in which case course fee is fully refundable. IATA will not be liable for any other expenses incurred by course participants, i.e. airfare or hotel charges.

Copy of Certificate / Diploma

You can obtain a copy of a lost certificate or diploma by sending a written request to the IATA Training and Development Institute: training.ymq@iata.org. An administration fee of USD 100.00 per certificate or diploma will be charged to prepare and forward each copy of a diploma or certificate.

Hotels

The IATA Training and Development Institute has negotiated special rates with hotels located near IATA Training Centres. Once registered for a course, you will receive all the hotel details pertinent to the location at which the course is taking place.

Training Centres

contact information

AMSTERDAM
training.ams@iata.org
IATA Training & Development Institute
IATA Netherlands BV
Frankfurtstraat 2-8
1175 RH Lijnden
P.O. Box 49 1170 AA Badhoevedorp
Netherlands
Tel.: +31 (0) 20 4037900
Fax: +31 (0) 20 4037973

BEIJING
training.bjs@iata.org
Room 723.
Zhong Ding Building A Part,
Jia No. 18, Bei San Huan Xi Lu
Haidian District, Beijing,
P.R.CHINA
100098
Tel: +86 10 6205 7309
Fax: +86 10 6448 0580

DELHI
training.del@iata.org
207-208 Kailash Building
26 Kasturba Gandhi Marg
New Delhi 110001
India
Tel: +91 11 415 21070
Fax: +91 11 415 24675

GENEVA
training.gva@iata.org
IATA Training & Development Institute
Route de l'Aéroport 33, P.O. Box 416
1215 Geneva 15 Airport
Switzerland
Tel.: +41 (22) 770 2968
+41 (22) 770 2864
Fax: +41 (22) 770 2681

MIAMI
training.mia@iata.org
IATA Training & Development Institute
703 Waterford Way (NW 62nd Avenue)
Suite 600
Miami, Florida 33126, USA

Please direct inquiries regarding courses
in Miami to:

Tel.: +1 (514) 390 6777
Fax: +1 (514) 874 9043

MONTREAL
training.ymq@iata.org
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Montreal, Quebec H4Z 1M1
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Fax: +1 (514) 874 9043

SINGAPORE
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14-05 Somerset Wing
Singapore Power Building
Singapore 238164
Tel.: +65 64992291 / 292
Fax: +65 62339284