

REGISTRATION FORM

First Name: _____	Mid: _____	
Last Name: _____	Title: Dr/ Mr / Mrs / Ms	
Organisation: _____		
Job Title: _____		
Address: _____		
City: _____	Postcode or Zip code: _____	Country: _____
Phone: _____	Fax: _____	
Email: _____	Mobile: _____	
Name of course: _____		
Location: _____	Date of course: _____	
Total Fee: _____		
Visa: <input type="checkbox"/> Yes, Please address letter to _____ Embassy in _____ (country)		
<input type="checkbox"/> For IAP candidates only, check here if you are taking this course as an AMPAP elective (www.iap.aero - we will forward the status of your course completion to the AMPAP Registrar).		
<input type="checkbox"/> For GSN Diploma candidates only, check here if you are taking this course towards the GSN Diploma .		

Conditions:

Registration:

- Full payment is due upon receipt of a completed registration form. Payment of the course must be made 1 week prior to the start of the course. Students will not be allowed to participate in a course without proof of payment.

Cancellation:

- ACI has the right to postpone/ cancel courses and decline registration. In the event that a course is cancelled by ACI the registration fee will be either transferred to a future ACI course of same or inferior value, or refunded.
- Participant cancellation must be made in writing and received by ACI as follows:
 - From registration to 30 days before course start date: 100% minus €100/140USD administration fee.
 - From 30 days - 15 days before course start date: 50% minus €100/140USD administration fee
 - From 14 days before course start date: No fees will be refunded.

Transfers:

- Course registration is transferable to other individual members or courses with written notification no later than 2 weeks prior to the course start date. Administration fees may apply.

Payment:

- **Euros (EUR):** Bank Transfer only
- **US Dollars (USD):** Bank Transfer, Credit Card and Cheques
- **Note:** Courses taking place in Canada will be invoiced with GST: 846678316 and PST: 1217133528.

Available Discounts

Early Bird Discount: 5% off on registrations received 2 months prior to start date of course.

Group Discount: 10% off for three or more people from the same company, for the same course and date under the same invoice.

**** Note:**

- Early Bird discounts will only be processed by credit card payments.
- Early bird discounts does not apply to group registrations.

METHOD OF PAYMENT:

Credit Card (VISA or Mastercard only)

- **If paying by credit card please DO NOT Email your details to us. Send by FAX ONLY to +1 514 373 1201.**
- (Charge can only be processed in USD only) amount shown on your credit card statement in EUR or other local currency is subject to exchange rate and credit card fees of your Bank.

VISA **MasterCard**

Name of holder: _____

Card number:: _____ Expiry date: _____

Signature: _____ Date: _____

Bank Transfers:

Bank transfer USD:

RBC Royal Bank of Canada
Main Branch
1 Place Ville Marie
Montreal, Quebec H3C 3B5
Canada

USD 00001 003 401 098 9

SWIFT : ROYCCAT2

*Please indicate invoice number in transfer as a reference and send a copy of the SWIFT MESSAGE (bank transfer message) and proof of payment to training@aci.aero

Bank transfer EURO:

RBC Royal Bank of Canada
Main Branch
1 Place Ville Marie
Montreal, Quebec H3C 3B5
Canada

EUR 07140 003 865 249 7

SWIFT : ROYCCAT2

*Please indicate invoice number in transfer as a reference and send a copy of the SWIFT MESSAGE (bank transfer message) and proof of payment to training@aci.aero

Cheques:

Cheque in USD only

Made payable to ACI and sent to

ACI World
800 rue du Square Victoria
Suite 1810, PO Box 302
Montreal, QC
H4Z 1G8 Canada

*Please indicate invoice number or attach a copy of the invoice.