GCAS
مركز الخليج لدراسات الطيران
GULF CENTRE FOR AVIATION STUDIES

Course Registration Form

Course name	
Course dates	

Please provide the following information for attendee(s)

1.	**Full name**	
	Job title	
	Email	
2.	**Full name**	
	Job title	
	Email	
3.	**Full name**	
	Job title	
	Email	
4.	**Full name**	
	Job title	
	Email	

Please provide the following information for billing purposes:

Full name					
Job title					
Company					
Address					
Telephone					
Mobile					
Fax					
Email					
Preferred method of payment *(please tick whichever applicable)*		**CASH**	**WIRE TRANSFER**	**CHEQUE**	**CREDIT CARD**
Cost					

Terms of Payment

Applicability

- These General Terms and Conditions shall be applicable for participation in Training Courses, at GCAS Facility.
- With respect to Training Courses provided outside GCAS Facility, such shall be subject to the terms and conditions of that separate agreement between GCAS and the third party requesting the Training Course. It is the responsibility of the requesting third party to ensure that Participants are informed about the applicable terms and conditions.
- If any provision of these General Terms and Conditions that is inconsistent with the mandatory provisions of the Governing Law shall be null and void. The remaining provisions shall nevertheless remain valid.

Invoices and Payment of Course Fee

- An invoice is generated and provided to the address indicated during the registration process. Payment must be made according to the specifications of the invoice.
- Payment must be made at least 24 hours prior to the scheduled start date of the Training Course in Dirhams via a bank transfer to GCAS bank account details below:
- Payment is considered made when the full amount is credited to GCAS bank account.
- The following data shall be indicated on the bank transfer:
    - invoice number;
    - name and organization of the Participant;
    - Training Course title; and
    - Course Date.
- The Course Fee includes the tuition fees, the Training Course Materials the certificate, one examination where applicable. Extra catering (2 coffee breaks with light snacks and lunch) charges of $100 are applicable during training hours.

Course Transfer

- If a Participant, who has already paid the Course Fee, wishes to attend the same Training Course on another Course Date, the Participant shall send an email to: jalphonso@gcas.ae requesting transfer of the Training Course with specifying the new Course Date.
- Course Transfer is subject to seats availability and payment of any differences in the Course Fee, fees and charges (as applicable).
- A Course Transfers can be made without payment of surpluses if the request for the Course Transfer is made at least 10 working days prior to the start date of the relevant Training Course. If the Course Transfer is made:
    a. within less than 10 working days, but more than a period of 24 hours, before the scheduled start date of the Training Course, a transfer fee of 25% of the full Course Fee shall be charged by GCAS; and
    b. within 24 hours prior to the scheduled start date of the Training Course, the full Course Fee will be charged by GCAS.

Substitution

- Participants can be only substituted by Participants who meet the pre-requisites for the relevant Training Course, if any.
- Substitution request must be sent to GCAS's email address: jalphonso@gcas.ae
- Substitutions must be made at least 24 hours prior to the start date of the relevant Training Course, if made otherwise GCAS in its sole discretion may accept or decline the Substitution. If a Participant fails to effect the Substitution as specified, but does send a substitute to the Training Course, the Participant originally registered shall be charged for cancellation within 24 hours with the full Course Fee, and the replacement Participant shall pay the Course Fee in full.

Cancellation and No Show Up

- Cancellations shall be made in writing at least 21 working days prior to the start date of the Training Course, by email to jalphonso@gcas.ae
- If the Cancellation Notice is received:
    a. 21 working days prior to the start date of the Training Course, the Course Fee shall be refundable to the Participant or his organization (as appropriate); and
    b. less than 21 working days prior to the start date of the Training Course , the Course Fee is non-refundable, however suitable participation substitution may be requested in writing in accordance with substitution clause.
- The Cancellation Notice must include the following particulars:
    a. invoice number;
    b. name and organization of the Participant;
    c. Training Course title; and
    d. Course Date.
- Upon receipt of the Cancellation Notice, GCAS will send a confirmation to the Participant. Cancellations shall be considered valid only if a confirmation is issued. It is the Participant's responsibility to monitor if the Confirmation Notice is received.
- Failure to attend the Training Course without prior notice (No-Show) shall result in the loss of the paid Course Fee.
- If the cancellation is called for by GCAS or the partners, a full refund will be allowed for.

Liability

- GCAS excludes any and all liability for damages arising as a result of the failure of a requesting person or organization representative to provide information to the Participants in connection with these Terms and Conditions.
- GCAS excludes any and all liability for damages arising as a result of failure of a Participant or his/her organization to obtain the necessary VISA in due time

Force Majeure

- GCAS and its third party organization partner shall not be liable in respect of any failure to fulfill its obligations under these Terms and Conditions if such failure is due to reasons or circumstances beyond its reasonable control including but not limited to government interference, direction or restriction, war or civil disorders, strikes, blockade, insurrections, riots, acts of natures, disasters, diseases, epidemics, terrorist actions, or other emergencies.
- Invoice payment terms are 30 days from date of invoice and full payment must be received before the start of the training course, whichever is sooner.
- GCAS reserves the right to alter the content, trainers, timing and venue of the course.

- The bank details for wire transfer are as below:

Company Name	**Abu Dhabi Airports Company**
Company Address	**P.O. Box No. 94449, Abu Dhabi, U.A.E.**
Beneficiary Name	**Abu Dhabi Airports Company – PSC**
Account Number	**796883318001**
Bank Name	**Abu Dhabi Commercial Bank**
Bank Full Address with Country	**Main Branch – Salam street – Abu Dhabi**
Swift Code	**ADCBAEAA**
IBAN	**AE680030000796883318001**

* Please add US$ 25.00 per remittance along with the statement of invoice if the payment made outside UAE.

Name of the Delegate	
Date	
Signature	
Company Stamp (if company paid training)	

About GCAS

The Gulf Centre for Aviation Studies (GCAS) is a centre of excellence for airport and aviation training based in Abu Dhabi, the capital of the United Arab Emirates. GCAS was established in 2009 by Abu Dhabi Airports Company (ADAC), the operator of the five major airports in the Emirate of Abu Dhabi, to lead the development of the aviation industry in the UAE and the region through delivering highly-qualified aviation professionals.

With its unique location at the heart of a dynamic region, combined with global expertise and agreements with leading international organizations, GCAS offers you and your employees a competitive edge when it comes to airport & aviation training.