

REGISTRATION FORM

First Name: _____	Mid: _____
Last Name: _____	Title: Mr / Mrs / Ms
Organisation: _____	
Job Title: _____	
Address: _____	
City: _____	Postcode: _____ 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 administration fee.
 - From 30 days - 15 days before course start date: 50% minus €100 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:

- Payments are to be made in Euro or US dollars. Pre-payment of orders is requested. Purchasers in Switzerland will be invoiced in Euro + VAT: ACI VAT number is 320 317.
* **Important** For all courses that take place in Switzerland, 7.6% VAT will be added on to the total registration fee.

Method of payment: (5% discount apply for early registration(s) (2 months prior to start of course) / payment(s) by credit card only)

VISA MasterCard American Express

IMPORTANT: If paying by credit card please DO NOT Email your details to us. Send by FAX ONLY to +1 514 373 1201.

Name of holder: _____

Card number: _____ Expiry date: _____

Signature: _____ Date: _____

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

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

Bank transfer CAD:

RBC Royal Bank of Canada
Main Branch
1 Place Ville Marie
Montreal, Quebec H3C 3B5
Canada
CAD 00001 003 104 692 9
SWIFT : ROYCCAT2

Cheque

Made payable to ACI and sent to
ACI World
800 rue du Square Victoria
Suite 1810, PO Box 302
Montreal, QC
H4Z 1G8 Canada

For more information or assistance with registration please send a message via e-mail to training@aci.aero or via fax to: +1 514 373 1201 or call: +1 514 373 1200