

ATTACHMENT A



**INTRODUCTORY COURSE on
AIRPORT ENGINEERING**
(Kigali, Rwanda, 15 – 18 July 2019)

NOMINATION FORM

1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: _____
3. State/Organization: _____
4. Mailing Address: _____

5. Telephone Number: _____
- Mobile Number: _____
- E-mail: _____
6. Hotel _____

Date: Signature:

Please send the complete form to the AviAssist Foundation at this e-mail address: training@aviassist.org

TRAINING COURSE Terms and conditions

1. MAXIMUM 12 participants
2. Course bookings close 14 days prior to course commencement
3. Courses may be postponed should there be insufficient delegate bookings
4. Payments made for postponed courses will be reimbursed in full
5. Invoices will be sent on receipt of booking registration
6. A 50% deposit is required within two weeks of receiving invoice to secure enrolment
7. Full payment is due 2 weeks prior to course commencement

Cancellation Policy:

Cancellation up to 20 days prior to course commencement – no charge
Cancellation 7 – 19 days prior to course commencement – 50% of course fee payable
Cancellation under 7 days of course commencement/'no show' – 100% of course fee payable

Note: Participants are expected to make their own transport, hotel & visa arrangements