



FLIGHT OPERATIONS – DISPATCH COURSE
 (Nairobi, Kenya, 11 – 15 November 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 15 participants – allotment of slots happens on a *'first come, first serve'* basis
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 100% 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