



## Application Form

# IATA-Carleton University Professional Certificate in Air Transportation Principles and Policy

Please open a case in our Customer Portal: <https://portal.iata.org> to submit your completed Application Form and all supporting documents (Follow the link and click on Support > Contact Us and then choose IATA Training Partners as the topic).

### SUPPORTING DOCUMENTS

- ☐ A curriculum vitae.
- ☐ A copy of official degrees or an official transcript of university records or a short description of how your combination of education and work experience is acceptable to be admitted in this program.
- ☐ If you do not have a university degree taken in English or transcripts of courses taken in English, you will require proof of an English proficiency test such as ICAO Operational level 4 or its equivalent. Note that if an applicant does not have proof of English proficiency he/she can nevertheless be admitted upon the recommendation of the registration counsellor.

The information provided will be treated in the strictest confidence in accordance with data protection legislation.

### PERSONAL DETAILS

Optional: ☐ Ms/Mrs. ☐ Mr.

Family name (surname):

First name:

Middle name:

Date of birth (day/month/year):

Occupation:

Nationality:

### PERSONAL CONTACT DETAILS

Postal Address:

City / Province/ State / Country / Postal / Zip code

Tel:

E-mail:



**BUSINESS CONTACT DETAILS (IF APPLICABLE)**

Company/Institution:

Postal Address:  
City / Province / State /  
Country / Postal / Zip code

Tel:

E-mail:

Mailing address (tick one box only): ☐ Personal ☐ Business

Billing address (tick one box only): ☐ Personal ☐ Business

**EDUCATION - HIGHEST LEVEL OF STUDY**

- ☐ Vocational school-leaving certificate
- ☐ General school-leaving certificate / Baccalaureate (secondary)
- ☐ Bachelor Degree
- ☐ Master Degree
- ☐ PhD

**HIGHEST UNIVERSITY QUALIFICATION OBTAINED OF STUDY LEVEL (IF APPLICABLE)**

University:

Country:

City:

Degree (type of certificate): ☐ Bachelor ☐ Master ☐ Postgraduate certificate ☐ PhD

Full title of qualification:

Start year:

Year of completion (if applicable) or number of semesters completed:

## EMPLOYMENT

### Are you currently employed?

☐ Yes, full time

☐ Yes, part time, percentage worked:

No, because I am: ☐ Seeking employment ☐ On training leave ☐ Retired

☐ Other, please, specify:

If you are not currently in employment, please complete the section below based on the last position in which you were employed (if applicable):

Role (job title):

☐ Self-employed ☐ Senior Manager ☐ Middle Manager ☐ Employee

### Sector

☐ Self-employed business ☐ NGO ☐ Public administration or similar

☐ Association ☐ International organization ☐ Private Company

### Size of company

☐ 1 ☐ 2 to 10 ☐ 11 to 50 ☐ 51 to 100 ☐ 101 to 500 ☐ 501 to 1,000 ☐ Over 1,000

## APPLICATION

### I would like to register for:

☐ Professional Certificate in Air Transportation Principles and Policy.

You must complete 5 courses to complete the full program, 3 of which are core to the program and apply to all streams. You must also complete 1 required course within the stream you select, and 1 elective course of your choosing from the list of electives available for all streams in the Program.

You must select all your courses at the time of registration. However, you may modify your selection during the program, in consultation with the registration counsellor. You can contact the registration counselor at [info-tpic@carleton.ca](mailto:info-tpic@carleton.ca)

### Please select 1 of the following stream:

☐ Airline Stream ☐ Airport Stream ☐ Safety Stream ☐ Security Stream ☐ Environmental Stream

The 3 required courses that apply to all streams are:

- Fundamentals of the Air Transport System
- Public Policy and Regulation for Civil Aviation
- Air Transport Economics

In addition, the required course in each stream is as follows:

- ☐ Airline Business Foundations (Airline stream)
- ☐ Airport Master Planning (Airport stream)
- ☐ Safety Management Systems (SMS) for Airlines (Safety stream)
- ☐ Aviation Security Management (Security stream)
- ☐ Aviation and the Environment (Environmental stream)

Finally, please select your elective course from the list below (only one course can be selected). These courses are available for any stream:

- ☐ Advanced Safety Management Systems (SMS) in Civil Aviation (Safety Stream only)
- ☐ Air Transport Statistics
- ☐ Airline Business Foundations
- ☐ Airline Financial Management
- ☐ Airline Safety Investigation
- ☐ Airport Security Operations Optimization
- ☐ Airport Slot Management and Coordination
- ☐ Aviation Cyber Security
- ☐ Aviation Law for Managers (non-lawyers)
- ☐ Carbon Markets and Aviation
- ☐ Design a Sustainability Strategy - Fundamentals
- ☐ Flight Data Analysis for Airlines
- ☐ Human Factors in Aviation
- ☐ Incident / Accident Prevention and Investigation
- ☐ International Negotiation Skills
- ☐ Network, Fleet and Schedule Planning
- ☐ Route Forecasting and Development
- ☐ Safety Risk Management
- ☐ Security Management System (SeMS)

## PROGRAM FEES

The total fee of the program is USD7,650.

At the time of registration, you must commit to paying the fees for the entire program. The full fees may be paid in full upon your acceptance in the program or through a maximum of 2 instalments over the course of the 2 years of the program.

Before attending a course, no instalment may be overdue.

Instalment payments may be made by credit card, bank transfer or through the IATA Clearing House. Cash payments cannot be accepted. If the transfer of an IATA Clearing House member fails to reach IATA within 45 days of service being rendered, IATA may charge that member via the Clearing House.

The complete payment of each instalment must be received 4 weeks prior to the beginning of the first course to be held for which the instalment payment is being made.

## PAYMENT AND CANCELLATION POLICY

**Cancellation received by IATA more than 14 days prior to the commencement of the program:** If you withdraw from the program more than 14 days prior to the commencement of the program (that is, when you are scheduled to take your first course), your payment will be fully refunded. The refund will be made using the same form of payment initially used.

**Cancellation received by IATA 14 days or less prior to the commencement of the program:** If you withdraw from the program 14 days or less prior to the commencement of the program (that is, when you are scheduled to take your first course), the payment received, minus a non-refundable administrative charge of USD \$500, will be refunded. The refund will be made using the same form of payment initially used.

**Cancellation received after the commencement of the program:** If you withdraw from the program after its commencement (that is, after the commencement of the first course you are scheduled to take), the amounts received, minus a non-refundable administrative charge of USD500, will be refunded on a pro-rata basis, with you receiving a refund of the amounts applicable to the courses paid for but not yet commenced. The refund will be made using the same form of payment.



**Cancellation of a course made by IATA:** IATA and Carleton University reserve the right to cancel any course up to 14 days prior to the course commencement. In case of cancellation, you will be allowed to register for the next same available course or select another course. IATA and Carleton University will not be liable for any expenses incurred by the participant up until the date of cancellation.

#### ADDITIONAL INFORMATION

**How did you find out about this program?** (tick all that apply)

- ☐ Personal recommendation   ☐ My company   ☐ Education/careers adviser
- ☐ Newspaper advertisement, state which:
- ☐ IATA and/or Carleton University brochure / Prospectus / Poster / Training catalog
- ☐ Carleton University continuing education   ☐ Another website, state which:
- ☐ Direct enquiry to IATA and/or Carleton University   ☐ E-mail advertising the program
- ☐ Other: state which

#### SIGNATURE OF APPLICANT

The information provided will be treated in the strictest confidence in accordance with data protection legislation.

Incomplete applications will be returned to the applicant.

By signing this form, you confirm that the information you have given is correct and complete.

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Applicant's signature