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.

☐ If English is not your mother tongue or if you have not studied in English before, 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 after a conversation with the registration counsellor (info-tpic@carleton.ca) or the IATA manager for the Certificate program ([insert email]).

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

PERSONAL DETAILS

Family name (surname):

First name:

Middle name (if any):

Occupation:

Nationality:

PERSONAL CONTACT DETAILS

Tel:

E-mail:

BUSINESS CONTACT DETAILS (IF APPLICABLE)

Company/Institution:

Tel:

E-mail:

Select the applicable billing address (one tick only):

☐ Personal

☐ Business

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 (info-tpic@carleton.ca) or the IATA manager for the Certificate program ([insert email]).

Please select 1 of the following streams:

☐ Safety Stream ☐ Security Stream ☐ Environmental Stream ☐ Airline Stream ☐ Airport 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)	☐ Aviation Law for Managers (non-lawyers)	☐ Route Forecasting and Development
☐ Air Transport Statistics	☐ Carbon Markets and Aviation	☐ Safety Risk Management
☐ Airline Business Foundations	☐ Design a Sustainability Strategy – Fundamentals	☐ Security Management System (SeMS)
☐ Airline Financial Management	☐ Flight Data Analysis for Airlines	☐ Other course in consultation with the registration counsellor or the IATA
☐ Airline Safety Investigation	☐ Human Factors in Aviation	
☐ Airport Security Operations Optimization	☐ Incident / Accident Prevention and Investigation	
☐ Airport Slot Management and Coordination	☐ International Negotiation Skills	
☐ Aviation Cyber Security	☐ Network, Fleet and Schedule Planning	

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. Payments by cheque or in cash 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.

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