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| **Data protection:** Personal data included in this application is processed by EASA pursuant to [Regulation 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.295.01.0039.01.ENG&toc=OJ:L:2018:295:TOC) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The applicant is invited to read carefully our detailed privacy statement, which can be found at https://training.easa.europa.eu/easa/nd/fresco/repository/EKP000594235.pdf. |
| **1. Your Reference** (e.g. Purchase Order)(optional)8 | Please provide a brief, unique identifier that we will use to refer to your application |
| **2. Applicant Information** |
| 2.1 Name and Address\* (registered name and address/legal seat) | EASA Account N° | **3XXXXX** |
| (Organisation) Name |  |
| Street / Nr |  |
| Post Code |  |
| City |  |
| Country |  |
| 2.2 Organisation Type\* (please choose 1 option that best describes your organisation) | [ ]  National Aviation Authority or government organisation[ ]  University or other state-recognised educational institution[ ]  Industry Organisation[ ]  Private individual seeking training on a topic for which EASA is the only competent authority |
| 2.3 Contact Person\* (responsible for this application) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |
| **Important Note:** First time applicants need to submit a copy of the company’s **Business Registration** or similar legal document stating name and seat of the company together with the application. In case the applicant is not a company but a natural person, a copy of the person’s **ID or passport** needs to be provided with the first application. |
| **3. Billing Information** (may be left blank, if same as 2.1) |
| **3.1 Billing Address\***(For the receipt of EASA Fees and Charges Invoices. EASA invoices are issued electronically by email to the address provided here. Invoices cannot be sent to organisations that do not legally belong to the entity listed under 2.1.) | (Company) Name | Same as in section 2.1 (other name only in exceptional cases) |
| Street / Nr |  |
| PO Box |  |
| Post Code |  |
| City |  |
| Country |  |

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| 3.2 Contact Person\* (responsible for ensuring that the EASA terms of payment are honoured) | Title | [ ]  Mr [ ]  Ms |
| Name |  |
| First name |  |
| Job title |  |
| Phone/Fax |  |
| Email |  |

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| 4. Technical Training Deliverables Requested |
| **4.1 EASA training / lecture requested\*** | Title |  |
| Duration |  |
| [ ]  On-site training at EASA premises (Cologne, Germany)[ ]  Off-site training/lecture at same address as in section 2.1 [ ]  Off-site training/lecture as specified below |
| Venue name |  |
| Street / Nr |  |
| Postal code |  |
| City |  |
| Country |  |
| **4.2 EASA Contact Person** (if known) |  |
| **4.3 Requested Date(s)\*** | Date(s): |  |
| Alternative Date(s) | (if applicable) |
| **4.4 For off-site training or lecture only** (if not applicable, continue with section 5) |
| **4.4.1 Name of applicant training programme\*** (if applicable) | Title |  |
| Qualification |  |
| **4.4.2 Expected attendee profile** | Role |  |
| Experience |  |
| Qualifications |  |
| **4.4.3 Expected outcome/ objective of training/lecture** |  |

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| 5. Training participant list (please leave blank in case of lectures) |
| **1**  | Surname |  |
| First name |  |
| Email  |  |
| **2** | Surname |  |
| First name |  |
| Email  |  |

|  |  |  |
| --- | --- | --- |
| **N** | Surname |  |
| First name |  |
| Email  |  |

*insert additional rows as necessary*

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| 6. Charges(additional information on the charges can be found in the [EASA Learning Gateway (ELG)](https://training.easa.europa.eu/easa/servlet/ekp/login?getnews=Y) and the related [ED Decision](https://www.easa.europa.eu/sites/default/files/dfu/EDD_2018_077_ED.pdf) 2018/077/ED)  |
| **6.1 Charges\*** | [ ]   | I am aware of the applicable charges due and do not require a financial estimate |
| [ ]  | I request EASA to provide a financial estimate (e.g. off-site training courses/lectures) |
| **6.2 Trainer logistics costs\***(only for off-site courses)  | [ ]  | To be completely organised and supplied by the Applicant |
| [ ]   | To be completely organised by EASA and charged to the Applicant |

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| 7. Applicant’s declaration and acceptance of the Service Terms & Conditions for EASA Technical Training\* |
| I declare that I have the legal capacity to submit this application to EASA and that all information provided in this application form is correct and complete.I have understood that I am submitting an application for which Charges will be levied by EASA in accordance with the Commission Regulation (EU) No. 319/2014 of 27 March 2014 on the Fees & Charges levied by the European Aviation Safety Agency, its amendments and related ED decisions. Further information about the regulation on [the fees and charges](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0319&from=EN) is available from http://easa.europa.eu/regulations.I acknowledge that I have read and understood the Agency’s [Terms of Payment](https://www.easa.europa.eu/sites/default/files/dfu/General%20Terms%20of%20Payment.pdf) (see <https://www.easa.europa.eu/sites/default/files/dfu/General%20Terms%20of%20Payment.pdf> ) and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs must be paid for example in case of late cancellation, and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment.Furthermore, I understand that acceptance of this application remains entirely at the discretion of EASA, and is subject to EASA’s internal priorities and the availability of its personnel and resources.EASA Technical Training is limited to the staff and/or registered students/staff of the applicant organisation and their contractors.EASA Technical Training is provided for information purposes only. All information provided is of a general nature only and is not intended to address the circumstances of any particular individual or entity. Any time there is a conflict or discrepancy between the information provided and information in an official regulation or agency document, the latter prevails.All training materials, including any documentation, publications, software programs, and other information provided by or on behalf of EASA are furnished on an "as-is" basis, without warranty of any kind, whether express, implied, statutory or otherwise especially as to its quality, reliability, currency, accuracy or fitness for purpose. |
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| Date/Place\* | Name\* | Signature\* |
| This Application should be sent by e-mail to TT@easa.europa.eu. | **Completion Instructions** Please double click on the icon |