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| --- |
| **Data protection:** Personal data included in this application is processed by EASA pursuant to Regulation (EU) 2018/1725 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. It will be processed solely for the purposes of the performance, management and follow‑up of the Application by the Agency, without prejudice to possible transmission to internal audit services, to the Court of Auditors, to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the European Union. The Applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his personal data, he shall address them to the Agency at the following address: dpo [at] easa.europa.eu. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor. |

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| **1. Your Reference** | Please provide a brief, unique identifier that we will use to refer to your application |

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| **2. Applicant Information** | | |
| 2.1 Name and Address(registered (business) name and address/legal seat of the organisation) | Applicant Number | **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 **in a separate document** with the first application. | | |

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| **3. Billing Information** | | |
| **3.1 Billing Address**  (For the receipt of EASA Fees and Charges Invoices. 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. EASA invoices are issued electronically by email to the address provided here.) | 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 |  |

**[please copy the above table to add further participants]**

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| 6. Charges | |
| **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 General Conditions and Terms of Payment | | |
| 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 fees or charges will be levied by EASA in accordance with Commission Implementing Regulation (EU) on the fees and charges levied by the European Union Aviation Safety Agency, as last amended and available from <http://easa.europa.eu/regulations> > Fees and Charges.  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 [http://easa.europa.eu/the-agency](https://www.easa.europa.eu/the-agency/the-agency) > FAQs > Fees & charges > Downloads > Terms of Payment) 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. | | |
|  |  |  |
| Date/Location | Name | Signature |
| **Important Note:** EASA cannot accept applications without signature. Please make sure that you sign the application. | | |
| This Application should be sent by e-mail to:  [TT@easa.europa.eu](mailto:TT@easa.europa.eu) | | **Completion Instructions**    Please double-click on the icon to access the completion instructions |