

ADULT EDUCATION AGREEMENT
GENERAL TERMS AND CONDITIONS
pursuant to Act LXXVII of 2013 on Adult Education

The provisions of these General Terms and Conditions (hereinafter: the “GTC”) shall apply to all matters which

- **Celebi Ground Handling Hungary Kft.** (1185 Budapest, Liszt Ferenc International Airport; tax number: 13554640-2-44; adult education registration number: B/2020/001021), as the adult education provider (hereinafter: the “Training Provider”) and
- the natural person or persons actually participating in the training (hereinafter individually referred to as the “Participant” and collectively as the “Participants”)

hereinafter collectively referred to as the “Parties”, and which are not regulated by the individual Adult Education Agreement concluded between the Parties (hereinafter: the “Individual Agreement”).

The Individual Agreement – which may also be concluded by acceptance through an online platform or by conduct implying acceptance – and these GTC shall constitute a single agreement (hereinafter collectively referred to as the “Training Agreement”) and shall be interpreted together, provided that in the event of any conflict or inconsistency, the provisions of the Individual Agreement shall prevail.

The following details of the training (or those parts thereof which are applicable to the given training) shall be specified in the Individual Agreement.

Name of the Training:
Internal Training ID:
Total Number of Training Hours:
Planned Start Date of the Training:
Planned Completion Date of the Training:
Training Location:
Type of Training:
Document Obtainable upon Completion of the Training:
Method of Monitoring and Evaluating Performance during the Training:
Permitted Absence:
Consequences for the Participant if the Permitted Absence is Exceeded:

1. Upon completion of the training, a certificate may be obtained, if so provided in the Individual Agreement.
2. If the Participant is absent from the training to an extent exceeding the permitted absence specified in the training programme, the Training Agreement shall terminate and the Participant shall be excluded from the training.
3. If so provided in the Individual Agreement, the training may be concluded with a written examination, in which the Participant must achieve the percentage specified in the training programme in order to successfully complete the examination.

4. An unsuccessful examination concluding a training unit may be retaken once. The rules applicable to the retake examination are as follows:

The minimum passing score must be achieved in the examination held at the end of the training. If the Participant is required to take a retake examination because they failed to achieve the minimum passing score, they shall complete a new examination paper, and the retake examination shall be recorded on the Training Attendance Sheet.

Before the retake examination, the internal instructor shall provide the Participant with a brief review, during which the topics in which the Participant made errors or which were not clearly understood by the Participant shall be clarified. The duration of this brief review shall be determined by the internal instructor, taking into account the type of training and the Participant's level of knowledge. The Training Attendance Sheet used to record the retake examination shall serve as evidence that the review and discussion of the errors have taken place.

If the Participant achieves a score below 50% in the examination, no briefing or retake examination may be applied; the Participant concerned shall be required to repeat the entire training.

5. Training Fee: HUF 0 (i.e. zero Hungarian forints). The training is not financed from the state budget or from European Union funds.
6. The Participant shall immediately notify the Training Provider in writing of any changes to their personal data occurring during the training.
7. Pursuant to Section 21(1) of Act LXXVII of 2013 on Adult Education (the "Adult Education Act"), the Training Provider shall process the following data of the Participant:
 - a) the Participant's natural personal identification data and, in connection with the issuance of the educational identification number, their educational identification number;
 - b) the Participant's email address;
 - c) data concerning the Participant's highest level of education;
 - d) data relating to the training concerning:
 - the Participant's highest level of education, vocational qualifications, professional qualifications and foreign language skills;
 - the Participant's enrolment in and completion of the training or, if the training is not completed, their withdrawal from the training;
 - the Participant's assessment and evaluation during the training; and
 - the Participant's payment obligations related to the training and any training loan used by the Participant.
8. The data processed pursuant to Section 7 may be used for statistical purposes and may be disclosed for statistical purposes in a manner that does not allow the identification of the data subject. Such data may also be disclosed to and used by the Hungarian Central Statistical Office (Központi Statisztikai Hivatal) free of charge for statistical purposes in a manner allowing individual identification. For the purpose of monitoring the use and utilisation of funds from the state budget or the European Union, the data shall be provided to the bodies responsible for monitoring such funding. The Training Provider shall be required to provide statistical data concerning its adult education activities in accordance with the National

Statistical Data Collection Programme (Országos Statisztikai Adatfelvételi Program), which obligation shall be fulfilled through the adult education data reporting system.

9. The Training Provider shall process the personal data referred to in Section 7 until the last day of the eighth year following the conclusion of the Training Agreement.
10. Pursuant to Section 16 of the Adult Education Act, the Training Provider shall prepare and maintain records of the following documents and, in order to ensure the exercise of the supervisory powers of the adult education authority, shall retain them until the last day of the eighth year following their creation:
 - a) attendance sheets maintained for contact hours and signed by the Participant, as well as documents evidencing professional training and assessment conducted electronically with the Participant;
 - b) the Participant's personal data specified in Section 7, the original documents evidencing fulfilment of the requirements for commencing and participating in the training, or copies thereof certified by the Training Provider, as well as documents evidencing the assessment of entry-level competencies and prior knowledge;
 - c) the Adult Education Agreement, the training programme and the documents evidencing that the training was carried out in accordance with the training programme;
 - d) the original copies of agreements ensuring the personnel and material resources necessary for the provision of the training;
 - e) documents relating to the employment or engagement of instructors.

11. The Participant consents to the Training Provider processing and retaining their personal data for record-keeping purposes in accordance with the applicable data protection legislation, including Act CXII of 2011 on Informational Self-Determination and Freedom of Information and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).

Categories of data processed: the data provided on the application form, in any message indicating a request for training, or in this document, as well as, where applicable, data relating to the training concerning the Participant's vocational qualifications, professional qualifications and foreign language skills; their enrolment in and completion of the training or, if the training is not completed, their withdrawal from the training; their assessment and evaluation during the training; and their payment obligations related to the training and any training loan used by the Participant.

Data processing until the last day of the eighth year following the date of conclusion of the Adult Education Agreement (or the date on which the data were generated):

- Purpose of data processing: to facilitate the administration of the training process, participation in training falling within the scope of the Adult Education Act, and follow-up activities;
- Legal basis for data processing: statutory authorisation pursuant to Section 21 of Act LXXVII of 2013 on Adult Education.

Data processing after the last day of the eighth year following the date of conclusion of the Adult Education Agreement and the date on which the data were generated, or until withdrawal:

- Purpose of data processing: follow-up in relation to training falling within the scope of the Adult Education Act, providing information on new training opportunities, and handling post-training matters concerning Participants;

- Legal basis for data processing: the legitimate interest of the Training Provider.

The adult education authority shall maintain an electronic register of the data and the certificates issued by the Training Provider for the purposes of carrying out the supervision referred to in Section 20(1) of the Adult Education Act and operating the career tracking system, and shall process the data contained in such register until the last day of the fiftieth year following the date on which the data were generated. The adult education authority shall process the data contained in the central register of certificates until the last day of the fiftieth year following the date on which such data were generated, after which it shall transfer them to the competent archives and delete the registration data relating to the examination records so transferred.

The data may be used for statistical purposes and may be disclosed for statistical purposes in a manner that does not allow the identification of the data subject. Such data may also be disclosed to and used by the Hungarian Central Statistical Office (Központi Statisztikai Hivatal) free of charge for statistical purposes in a manner allowing individual identification. The Training Provider shall keep records of the Participant on the basis of their educational identification number and shall report data in the adult education data reporting system in connection with such educational identification number.

12. By signing the Individual Agreement, the Participant consents to the transfer of their natural personal identification data, email address and data concerning their highest level of education to the adult education authority.
13. The Parties acknowledge that, in all other respects, data processing shall be governed by the Training Provider's Data Processing and Data Protection Policy, in particular with regard to the rights of data subjects.
14. The Training Provider shall retain the training documentation and the Participant's data until 31 December of the eighth year following the year in which the training took place. The Training Provider shall compensate the Participant for any damage suffered in connection with the withdrawal of the Training Provider's registration number or the prohibition of its adult education activities, on a pro rata basis calculated by reference to the amount of the training fee and the period from the occurrence of the damage (provided that the Participant is subject to a payment obligation).
15. The Training Agreement shall enter into force upon its conclusion (by acceptance through an online platform, by execution of a written agreement, or by conduct implying acceptance) and shall terminate upon completion of the training. Any matters not regulated herein shall be governed by the Hungarian Civil Code and the applicable legislation on adult education.
16. The adult education relationship may be suspended by written agreement of the Parties. During the period of suspension, the Parties shall not be entitled to exercise any rights or be subject to any obligations arising from the adult education relationship.
17. The Participant may terminate the Training Agreement at any time by giving eight days' notice by means of a unilateral written notice addressed to the Training Provider. Any restriction or exclusion of the Participant's right of termination shall be null and void.

Either Party may terminate the Adult Education Agreement with immediate effect if:

- a) the Participant becomes medically unfit to participate in the education or training;

- b) the Participant fails to settle any outstanding payment obligation despite being requested to do so by the Training Provider; or
- c) the Participant has, without justification, been absent from contact hours for a period exceeding the permitted absence specified in the training programme.

Any request for termination of the Agreement shall in all cases be submitted in writing.

18. The duration of each training course is determined so as to enable Participants to achieve the training objectives within the shortest possible period; therefore, 100% attendance is expected at the training courses. However, in justified cases, such as illness, emergency, force majeure, etc., the following provisions may apply to Participants:

The instructor may provide make-up training for Participants who have been absent from the training within the permitted limit and for a justified reason. In such cases, the reason for the absence (such as illness, force majeure, family emergency or travel-related problems) must always be duly evidenced (for example, by a medical certificate in the case of illness).

Permitted Absence: If the Participant is absent from the training to an extent exceeding the permitted absence specified in the training programme, the Training Provider shall be entitled to terminate the Adult Education Agreement. Rules on Absence:

Duration of Training	Permitted Absence
1-5 days	None
6-9 days	0,5 day
10 days -	1 day

In the case of training courses regulated by the competent authorities (e.g. DGR – Dangerous Goods Training, Aviation Security Training, etc.), the permitted absence shall be determined in accordance with the procedures and requirements established by the relevant authority.

19. The Parties have read these GTC and accept them as fully reflecting their intentions.

These GTC shall be effective as of 1 September 2026.