

 **REGISTRATION FORM**  
Evening course program CSL 2019 | 20



DATA RELATING TO REGISTRATION			
Course reference	Course title		
C			
Registration type	Place	Language	Day
<input type="checkbox"/> Course and exam <input type="checkbox"/> Exam only (25€) <input type="checkbox"/> Exam with purchase of course material (50€)	<input type="checkbox"/> Luxembourg <input type="checkbox"/> Ettelbruck <input type="checkbox"/> Esch-Alzette <input type="checkbox"/> Remich <input type="checkbox"/> Mamer <input type="checkbox"/> Wiltz	<input type="checkbox"/> Luxembourgish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> English <input type="checkbox"/> Portuguese	<input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday <input type="checkbox"/> Saturday
<i>Preferential rate: on presenting proof of their status, staff representatives and unemployed job seekers can benefit from a special rate of 75€ per course.</i>			
PERSONAL DATA (APPEARING PARTLY ON THE CERTIFICATE / DIPLOMA)			
Title: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. Surname: ..... First name: ..... Married name (if applicable): ..... Birth date: ..... Place of birth: ..... Country of birth: ..... Nationality: .....			
STATISTICAL DATA			
Educational level attained			
<input type="checkbox"/> Primary education <input type="checkbox"/> Lower secondary education <input type="checkbox"/> Upper secondary education <input type="checkbox"/> Post-secondary non-tertiary education		<input type="checkbox"/> Short cycle tertiary education <input type="checkbox"/> Bachelor or equivalent <input type="checkbox"/> Master or equivalent <input type="checkbox"/> PhD	
Professional situation			
Company name: .....			
Not in employment	Employment status		Economic activity
	<input type="checkbox"/> Employee <input type="checkbox"/> Apprentice <input type="checkbox"/> Measure of the ADEM <input type="checkbox"/> Liberal profession / Self-employed <input type="checkbox"/> Civil servant, state or communal employee <input type="checkbox"/> International institution		<input type="checkbox"/> Public administration <input type="checkbox"/> Agriculture <input type="checkbox"/> Craft trades <input type="checkbox"/> Banking and insurance <input type="checkbox"/> Trade and Hotel and catering <input type="checkbox"/> Industry <input type="checkbox"/> Health and Social work <input type="checkbox"/> Other service activities
	Employment contract		Billing address
<input type="checkbox"/> Fixed-term contract <input type="checkbox"/> Permanent contract		<input type="checkbox"/> 1 - 9 <input type="checkbox"/> 50 - 249 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> > 250 <input type="checkbox"/> 20 - 49	
CONTACT DETAILS			
Home address	Office address	Billing address	
<input type="checkbox"/> Mail address	<input type="checkbox"/> Mail address	<input type="checkbox"/> Private address <input type="checkbox"/> Office address <input type="checkbox"/> Other	
Street and number: ..... ZIP Code: ..... Town: ..... Country: ..... Phone: + ..... Mobile phone: + ..... Email: .....	Street and number: ..... ZIP Code: ..... Town: ..... Country: ..... Phone: + ..... Mobile phone: + ..... Email: .....	Company: ..... Name and surname: ..... Street and number: ..... ZIP Code: ..... Town: ..... Country: ..... Phone: + ..... Mobile phone: + ..... Email: .....	
Please send information relating to courses by <input type="checkbox"/> email and post <input type="checkbox"/> email only			
By signing this registration form, I declare that I have read and explicitly accept the terms and conditions of the Luxembourg Lifelong Learning Center, page 202 of the evening course program 2019/2020 or <a href="http://www.LLLC.lu">www.LLLC.lu</a> .			
Date	Signature		
To be sent to: <a href="mailto:formation@LLLC.lu">formation@LLLC.lu</a> / F +352 27 494 650.			
Registration fees are to be paid to the account: LLLC / CSL / COURS DU SOIR at BCEE Luxembourg, BIC / SWIFT: BCEEULLL, N° IBAN LU63 0019 1255 2770 3000.			

## General terms and conditions of participation

### Article 1: Registration

There are two types of registrations for evening courses.

Standard registration includes registration for classes as well as for the exam. Exam registration registers you for the exam only and excludes course attendance.

For pedagogical reasons, registrations are limited to four courses per semester. The Luxembourg Lifelong Learning Center of the Chambre des salariés (hereafter designated as the LLLC) may, under certain circumstances, authorise registration for an additional course.

You can register online at [www.LLLC.lu](http://www.LLLC.lu) or fill in the registration form and deliver it in person or send it by mail, fax or email to the LLLC, no later than 14 calendar days prior to the beginning of the course. Exam registrations must be received by the LLLC no later than one month prior to the exam date. Registration requests shall be processed within one week following reception.

To register online, you must set up a user account with the LLLC. By doing so, you acknowledge and accept the general terms and conditions of participation.

### Article 2: Admission to courses

The LLLC reserves the right to reject a registration request if the maximum number of candidates per class or the maximum number of registrations per semester has been reached, or for any other reason, notably when prerequisite requirements are not met. All decisions taken by the LLLC in this matter are final.

One or several prerequisite courses may be required to register for a module. In the event that a prerequisite module is merely recommended, successful completion of the latter is an advantage, but not a requirement. In all other cases, your registration will only be validated if you have passed the required prerequisite module(s), or if you can submit proof that you have gained equivalent skills and knowledge through training or (extra) professional experience. All requests for exemption from (a) prerequisite(s) must be submitted in writing and accompanied by supporting documentation. The LLLC will review requests and take a decision at its own discretion. Exemption from a prerequisite module doesn't entitle you to a certificate for this module, but it allows you to enrol in a given course.

If you do not meet the prerequisite(s) at registration, your registration will be maintained for two weeks to allow you to produce the required documentation for an exemption of the prerequisite(s). Failing this, the LLLC reserves the right to cancel your registration in order to avoid blocking seats unnecessarily. This is not applicable to candidates currently attending prerequisite modules and awaiting examination results.

If your registration request is approved by the LLLC, you will receive a final course confirmation as soon as the minimum number of participants for the module has been reached.

### Article 3: Waiting list

If the module of your choice is fully booked, you can register free of charge on a waiting list. If a seat becomes available, you will be informed by email and directed to a link where you can either register for the module or withdraw your registration request. If you fail to register for the seat within 7 calendar days, it will be offered to the next person on the waiting list. If no seat becomes available, your registration will remain on the waiting list until the next session.

### Article 4: Payment terms

Registering for a course or an exam, commits you to the immediate payment of registration fees by credit card, Digicash or bank transfer. Similarly, attending one or more sessions, commits you to paying the full cost of registration fees. If you register for a course during the 14 days prior to its start date, you agree to the course beginning before the expiry of your withdrawal period: in case of withdrawal before the beginning of the course, you recover the full amount of your payment; in case of withdrawal after the beginning of the course, you are entitled to reimbursement for the part of the course not taken.

If you fail to pay registration fees, you are not / no longer authorised to attend classes or the exam and you are not / no longer entitled to receive certificates, exam results or written communications relating to the course.

No course materials shall be handed out without proof of payment of registration fees.

The Chambre des salariés will take legal action to recover registration fees, including attachment of earnings with damages and interest.

Staff representatives and unemployed job seekers may request a reduction of registration fees provided they supply proof of their status to the LLLC.

### Article 5: Cancellation of courses by the LLLC

The LLLC reserves the right to cancel a training course on the grounds of low registrations, force majeure, unavailability of instructors or on any other grounds. In this case, registration fees paid will be reimbursed and you will be notified as soon as possible.

### Article 6: Course withdrawal

All course withdrawals must be notified in writing to the LLLC. You may withdraw from a course without penalty within 14 days of registration (withdrawal period).

After this period, the LLLC reserves the right to charge a cancellation fee as follows:

- > for standard registrations :
  - 30€, if withdrawal is notified less than 14 calendar days prior to the beginning of the course
  - the entire registration fee, if withdrawal is notified on or after the course start date
- > for exam registrations :
  - 25€, if withdrawal is notified less than 14 calendar days prior to the exam date
  - the entire registration fee, if withdrawal is notified on or after the day of the exam

In exceptional and duly justified cases (serious illness, accident, etc.), the LLLC may fully reimburse registration fees even if the withdrawal notification is received less than 14 days prior to the beginning of the course or after the course start date. Decisions taken by the LLLC in this matter are discretionary.

### Article 7: Changes to the evening course program

Certain elements of the evening course program are subject to change (location, time, schedule, instructor, etc.). Registration fees quoted are indicative and subject to change.

The LLLC reserves the right to amend or remove one or several modules from its program without prior notice.

### Article 8: Time and location of courses

The exact location and time of a course will be notified several days prior to the beginning of the course.

### Article 9: Technical facilities

The Chambre des salariés cannot be held responsible for any defects occurring on premises that it does not own (such as liability for IT equipment, etc.).

### Article 10: Course attendance

Course attendance is not a prerequisite for admission to the exam unless otherwise stated in the course description. Where employers have paid registration fees, or where courses are part of a training plan, or where hours spent in courses are counted as working time and qualify for compensatory leave or payment, employers may require proof of attendance to be forwarded to them. By signing these terms and conditions, you authorise the LLLC to forward such information to your employer.

You may also have the attendance sheet provided by the LLLC signed by your instructor during each class in order to use it as proof of attendance, in particular when submitting a reimbursement request for the compensatory allowance paid in the context of an individual training leave (congé individuel de formation).

### Article 11: Course materials

Course materials are subject to copyright and are reserved for the exclusive use of students registered for courses and / or exams. It is prohibited to reproduce or disclose them in part or in total.

### Article 12: Information relating to courses

You can choose to receive information relating to courses by post or by email. Certificates and diplomas, as well as exam results, will be sent to you by post.

### Article 13: Exams

You must show up for exams on the date and time set by the exam commission according to the notice sent by the LLLC.

### Article 14: Passing a module

To pass a module, you must score at least 30 points out of 60 in the exam. If you meet this requirement, you will be awarded a certificate stating one of the following: "Excellent" (52 - 60 points), "Very good" (48 - 51 points), "Good" (40 - 47 points), "Pass" (36 - 39 points) or "ordinary pass" (30 - 35 points).

### Article 15: Appeals

All decisions taken by the exam commission are final.

### Article 16: Completing a training profile

Students who meet requirements for successful completion of a training profile, i.e. a training cycle including compulsory and optional modules, are awarded a diploma. For each training profile, specific requirements are set forth in the description of the training profile.

You may request an exemption from a module included in a training profile. To do so, you need to submit proof that you have gained equivalent skills and knowledge through training or (extra)professional experience. All requests for exemption from a module must be submitted in writing and accompanied by supporting documentation. The LLLC will review requests and take a decision at its own discretion.

You may be granted a maximum of 2 exemptions per training profile. Exemption from a module doesn't entitle you to a certificate for this module, but the module will count towards the training profile. A granted exemption cannot be used as optional module for the completion of a training profile.

If you already hold a diploma from the LLLC's evening course programme and if you are seeking to obtain an additional diploma, you must in all cases pass all the compulsory modules of the additional training profile. Furthermore, each module may only be used once as an "optional module" towards a new profile.

The modules acquired through our evening course program remain acquired without time limit. However, with regard to the subject, its technicality and evolutions, the candidate may be asked to provide evidence of his knowledge updates and practice. The CSL reserves the right to accept to take it into account in the context of the request of its evening courses or day courses diploma.

Most diplomas from the evening course programme can also be obtained via the Recognition of Prior Learning process according to the procedures laid down by the LLLC.

### Article 17: DEPFCE

You will be awarded a Diplôme d'Etudes Professionnelles en Formation continue (DEPFCE) if you successfully complete the training profiles making up the DEPFCE.

### Article 18: Results

Exam results may be published in the Luxembourg press. By signing the general terms and conditions of participation, you authorise the LLLC to publish these results. In addition, you authorize the LLLC to submit your exam results to your employer, upon his / her request, if he / she has paid registration fees for you or if the course is part of a training plan.

### Article 19: Personal Data

Please take note of all your rights regarding the protection of your personal data on <https://www.csl.lu/fr/rqpd>.

### Article 20: Image rights

By accepting these terms and conditions, you authorise the CSL to publish pictures in which you can be personally identified (mostly during our graduation ceremonies) on the CSL and LLLC websites, on social networks used by the CSL as well as in other publications of the CSL.