



# Registration form

I undersigned wish to register for the following seminar :

Reference[s]	Title of the seminar[s]	Date[s]

Surname and first name : \_\_\_\_\_

Date and place of birth : \_\_\_\_\_

Sex :  male  female

Nationality : \_\_\_\_\_

Residence :  Luxembourg  Belgium  Other EU member states : \_\_\_\_\_  
 Germany  France  Non-EU countries : \_\_\_\_\_

Employer : \_\_\_\_\_

Company size :  1 - 9  10 - 19  20 - 49  50 - 249  250 and more

Employment contract :  fixed-term  permanent

Position held : \_\_\_\_\_

Confirmation and bill should be sent to :  myself  employer

N° and street : \_\_\_\_\_

Postal code and town : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

## The following data is collected for statistical purposes

### Education :

- |                                                                |                                                         |
|----------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Primary education                     | <input type="checkbox"/> Short cycle tertiary education |
| <input type="checkbox"/> Lower secondary education             | <input type="checkbox"/> Bachelor or equivalent         |
| <input type="checkbox"/> Upper secondary education             | <input type="checkbox"/> Master or equivalent           |
| <input type="checkbox"/> Post-secondary non-tertiary education | <input type="checkbox"/> PhD                            |

### Not in employment :

- Job seeker/  
Unemployed
- Housewife/  
Househusband
- Retired
- Student

### Employment status :

- Employee
- Apprentice
- Measure of the ADEM
- Liberal profession/  
Self-employed
- Civil servant, state  
or communal employee
- International institution

### Economic activity :

- Public administration
- Agriculture
- Craft trades
- Banking and insurance
- Trade and Hotel and  
catering industry
- Industry
- Health and Social work
- Other service activities

Your registration is only valid after payment of the registration fees. Written notice must be given to the CSL in case of cancellation.

### Last day for registration:

1 month before the beginning of the course. Registration fees are to be paid to the account of the :

### LLLC/CSL/SEMINAIRES

at the BCEE Luxembourg,  
BIC/SWIFT Code: BCEELULL  
IBAN N°:  
LU36 0019 1255 2766 1000

To be sent to:  
LLLC  
13, rue de Bragance  
L-1255 Luxembourg  
F: [+352] 27 494 650

By filling in this form, I authorise the LLLC to electronically process the above data. The LLLC informs me that, on my demand, I can have access to the data concerning myself without incurring any fees, at regular intervals and without excessive delays. I hereby declare that I have read and that I agree to the general conditions of participation on the back of this registration form.

I have read and I agree to the general conditions

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

# GENERAL TERMS AND CONDITIONS OF PARTICIPATION

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## Article 1: registration

To enrol in a seminar, the candidate register at least 1 month before the beginning of the 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 30 calendar days prior to the beginning of the seminar. Registration requests shall be processed within one week following reception.

## Article 2: admission and certification

You will receive a final course confirmation as soon as the minimum number of participants for the seminar has been reached.

The participant will receive a participation certificate featuring the title, the objectives, the contents and duration of the seminar.

## Article 3: payment terms

Registering for a seminar, commits you to the immediate payment of registration fees by bank transfer to the following account:

LLLC/CSL/SEMINAIRES at the BCEE Luxembourg

BIC/SWIFT Code: BCEELULL

**N° IBAN : LU36 0019 1255 2766 1000**

If you fail to pay registration fees, you are no longer authorised to attend the seminar.

If you register for a seminar during the 14 days prior to its start date, you agree to the course beginning before the expiry of your withdrawal period.

## Article 4: cancellation

The LLLC reserves the right to cancel a seminar 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 5: seminar withdrawal

All withdrawals must be notified in writing to the LLLC. You may withdraw from a seminar without penalty within 14 days of registration (withdrawal period). After this period, the LLLC reserves the right to charge cancellation fees.

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 seminar or after the seminar start date. Decisions taken by the LLLC in this matter are discretionary.

It is however possible to register another candidate in instead of the person initially registered. This change has to be confirmed by writing to the LLLC before the beginning of the seminar.

## Article 6: processing data

By **setting up a user account** and **registering online at [www.LLLC.lu](http://www.LLLC.lu)** or by sending a duly completed registration form to the LLLC, you authorise the LLLC to electronically process your personal data in accordance with the law of 2 August 2002, as amended, relating to the protection of persons with regard to personal data processing. On request, you may have free access to the data concerning yourself at reasonable intervals and without excessive delays.

Some personal data may be supplied to third parties, in particular to the Ministry of Education, Childhood and Youth, in order to issue certificates and diplomas in connection with the seminars.

## Article 7: publicity rights

By accepting the general terms and conditions of participation, you authorise the LLLC to publish photos that identify you personally on its website and/or in its publications.