

TERMS AND CONDITIONS

1 - Course registration

Candidates wanting to enrol on the Master Financial Analysis and Strategy are required to register using the online pre-registration form and then the application file, which is to be sent back with the required documents (CV, copies of diplomas, passport picture, application letter and any other requested documents to the:

**Chambre des salariés/
Luxembourg Lifelong Learning Center (LLLC)
2-4 rue Pierre Hentges • L-1726 Luxembourg
T+35227494600 • F+35227494650
formation@LLLC.lu**

The pre-registration document as well as the application file and the supporting documents are to be submitted to the above address by mail, fax or email.

2 - Prerequisites

To be eligible for registration on the course, candidates need a good level of English and they will have to have successfully completed 4 years of university studies in management, accountancy, banking and finance, economy or a similar domain, or have successfully completed 4 years of university studies in another discipline with at least 3 years of work experience in a managing position. Candidates having successfully completed 2 years of university studies and having at least 5 years of work experience in a managing position may be accepted via the accreditation of prior learning procedure (VAE).

3 - Admission to the course

A jury composed of members of both organising institutions will decide upon the admission of the candidate to the course. The jury's decisions are final and not subject to review or appeal. Acceptance of the registration is based on the completed application file and additional required documents. The jury has the right to refuse the application, amongst others because it judges the applicants work experience or prior qualifications as insufficient or inadequate or for any other motive.

If the above mentioned jury estimates that the maximal number of candidates has been reached it has the right to refuse additional candidates.

The candidate will be informed of his/her acceptance or refusal to the course by postal mail or email. In case of acceptance an invoice will be sent by postal mail.

Acceptance to the course is effective from the moment the LLLC has received the payment of the registration fees. The latter are to be paid at the latest 8 days after the invoice date or for the date indicated on the invoice. 10% of the registration fees remain due if a withdrawal from the course has not been notified in written (letter, email, fax) at least 7 working days before the start date.

4 - Payment of registration fees

The fee is subject to change.

The candidate is required to pay the registration fee in accordance with the instructions on the invoice.

A candidate failing to pay is considered as non-registered on the course and neither allowed to attend classes, nor any exams, nor dissertation defences. He/she will not receive any document or certificate of attendance or any other communication, nor any results related to this training course. The Chambre des salariés will engage the necessary legal means to recover registration fees, amongst others through wage withholding as well as damages and interests.

5 - Course cancellation

In case of course cancellation by the LLLC, especially when the required number of candidates has not been reached, fees already paid will be reimbursed.

6 - Withdrawal from the course

In case of withdrawal from the course the candidate is required to inform the LLLC in writing as soon as possible.

Registration fees still due depend on the date of the withdrawal notification by the candidate to the LLLC:

Cancellation more than 7 opening days before the course start date: reimbursement of the total amount of the registration fee;

Cancellation less than 7 opening days before the course start date: reimbursement of 90 % of the registration fees;

Cancellation after the course start date: total amount of fees due to the CSL.

In certain exceptional cases (serious illness, accident of the candidate...) the LLLC can proceed to the reimbursement of the registration fees. Such decisions taken by the LLLC are without appeal and without motivation.

7 - Teaching staff and course content

The course content, a potential list of teaching staff, as well as the programme displayed in the brochure or on our website are subject to change.

8 - Dates and place of course

The course is held in Luxembourg from March 2019 to November 2020. Candidates shall be informed of the dates as well as the location where the classes will be held, once the registration fees have been received by the LLLC.

9 - Course attendance

Course attendance is compulsory and shall be verified by the candidate's signature of an attendance sheet distributed by the lecturer at the beginning of each of the classes.

10 - Communication of information during the course

Candidates have the right to indicate their preference as to whether they want to receive information by the LLLC by postal mail or by email during the course.

11 - Qualifications

In order to be awarded the Master's degree in Financial Analysis and Strategy by the IGR-IAE of the University of Rennes I, participants are required to have attended and passed all modules. They are required to have defended their dissertation successfully.

12 - Exam regulations

Exam procedures are defined in accordance with the University of Rennes I exam guidelines.

13 - Examination papers

Examination papers are available for consultation by the candidates for 3 years.

14 - Qualifications

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

15 - Image rights

By accepting these terms and conditions, you authorise the CSL to publish photographs and 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 by.

