

## AUTHORISATION FORM FOR REGISTRATION TO A PRIVATE LANGUAGE COURSE FOR EPFL EMPLOYEES

*This form concerns those employees of EPFL who are registered under the title of 'personnel' with the SAP (ie members of the teaching, administrative and technical staff). Such persons shoulder considerable responsibility, are obliged to learn a foreign language and have no other choice than to follow a private course. A maximum of 20 hours' tuition is largely sufficient for such a course. The financing of courses for other reasons is in theory not permitted.*

**Please complete this form, have it signed by your superior and HR officer and return it to Learning & Development for final approval. Upon registration, you will be required to give the original version to the Language Centre or, for external employees, to the language school in question. The form must be accompanied by a letter of motivation, without which the request will be considered incomplete.**

---

**Employee** Mr  / Ms

Surname: ..... First name: .....

SCIPER Nr: ..... Unit (Faculty/Institute/Service) & Address: .....

..... Station: .....

Mobile phone no.: ..... Work phone no.: .....

Position: ..... Status (as listed in email directory) : .....

Centre/Language School & location: Language Centre EPFL, managed by UNIL

Private course in: English  French  German  Italian

Start date: ..... Number of hours requested: .....

**Cost per period lasting 45min: CHF 121.-** Other fees linked to the course: .....

Employee, date & signature: .....

---

I (*Name of superior*) certify that the above employee:

- is a permanent employee of EPFL    yes  no
- receives a salary paid by EPFL    yes  no

Surname/First name ..... Date & signature: .....

---

I (*Name of HR manager or Head of Faculty Affairs*) approve this course:

Surname/First name: ..... Date & signature: .....

---

I (*Name of Chief L&D*) accept this enrolment:

Surname/First name: ..... Date & Signature: .....

Total cost **CHF**: .....

***The L&D contribution is limited to maximum 10 hours (CHF 1'000.-).***

Other arrangement:.....