

AUTHORISATION FORM FOR REGISTRATION TO A LANGUAGE COURSE FOR EPFL EMPLOYEES WORKING OUT OF THE EPFL SITE

This form concerns all EPFL employees registered under "personnel" in SAP (faculty members; scientific staff members, in particular assistants, PhD assistants and research associates; administrative and technical staff) who does not work on the EPFL site (PSI Viligen, IMT Neuchâtel)

Please complete this form and have it signed by your manager and HR manager and send it to Learning & Development for final approval. You will then have to present the original form of this document to your language school for your enrolment.

Employee Ms / Mr SCIPER Nr.....

Surname First name

Unit (School / Institute / Service) & Address.....
.....

Station..... Phone

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

Language school Place

Name of the course

Start date End date

Precise timetable

Total number of days Total number of hours

Enrolment fees..... Other charges related to the course

The course is required by the unit **50%** paid by the unit **CHF**
Unit account **No**
The amount will be automatically debited from the account

The course is on a personal initiative **30%** paid by the unit **CHF**
Unit account **No**
The amount will be automatically debited from the account

20% paid by the employee **CHF**
The amount will be directly debited from the salary

Employee signature

The undersigned immediate manager certifies that the above employee:

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

Name of the manager Signature

The undersigned HR manager approves this course

Name Signature

The Chief Learning & Development accepts this enrolment

Name Signature

Total cost **CHF** **50%** paid by L&D **CHF**
(CHF 1'000.- maximum)