

## AUTHORISATION FORM FOR REGISTRATION TO A PRIVATE FRENCH COURSE FOR EPFL PROFESSORS

This form concerns EPFL assistant, associate, and full professors. Such persons shoulder considerable responsibility, are obliged to learn a foreign language and often have no other choice than to follow a private course. The financing of courses for other reasons is not permitted. The budget as a whole is the following: max. CHF 10'000.- for French lessons to be taken at the EPFL Language Center within two years after starting date at EPFL.

The invoice(s) will be sent directly to the professor for payment. The invoices must be paid by the professor personally (**they cannot be paid through any other fund**). Reimbursement may be requested upon proof of payment to the Faculty Affairs.

Please complete this form, have it signed by your school dean/college director 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.

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### Professor

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

SCIPER Nr: .....

Unit (Faculty/Institute), unit address: .....

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

asks for a private French course at the Language Centre EPFL (cost per hour: CHF 100.-), managed by UNIL, as follows:

Requested Start date: ..... Total of hours requested: .....

**The corresponding invoices must be personally paid by the professor and cannot be paid through any other EPFL fund.**

I hereby provide my personal address for invoicing purposes.

Personal address .....

Date & signature: .....

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I (Name of school dean/director of college) certify that the above employee:

- is a permanent employee of EPFL    yes  no
- receives a salary paid by EPFL    yes  no
- Starting date : .....

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

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I (Name of HR manager) approve this course:

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

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

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

Maximum amount taken in charge by L&D: CHF .....