

## External training financing request

The EPFL is proud to have integrated the training of its staff as part of its Human Resources policy.

This is the reason why the Learning & Development – L&D offers a yearly training programme covering most of its collaborates' training needs and organises on demand trainings in the different Units.

Moreover, the L&D can, on an ad hoc basis when a personal training need cannot be met by this global offer, finance part or the whole of an external training. To be accepted, the financing request form must be countersigned by your manager and your human resources manager.

For your request to be taken into account, please fill in and send the present form to L&D and to join the following documents to it:

- the programme and full description of the training you wish to attend (location, dates, timetable, etc.)
- a motivation letter that justifies the financing request, approved and signed by your manager and your human resources manager.

In addition, **the financial rule for external training** must be read by all its parties.

### Personal data

Date of the request: .....

Ms  Mr

SCIPER Nr: .....

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

Professional address: .....

Station: ..... E-mail: .....

Telephone: .....

Manager: ..... Signature for approval: .....

HR manager: ..... Signature for approval: .....

Training attended	during working hours	yes <input type="checkbox"/> no <input type="checkbox"/>
		% ..... %
	during spare time	yes <input type="checkbox"/> no <input type="checkbox"/>
		..... %

### Information on the training requested

Training title: .....

Organiser: ..... Location: .....

Start date: ..... End date: .....

Precise timetable: .....

Total number of days: ..... or total number of hours: .....

Enrolment fees: ..... Other charges related to the training: .....

#### Reserved to L&D

Total cost: .....

Amount paid by L&D: .....

Amount paid by the service: .....

Amount paid by the employee: .....



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