

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 KeepLearning for final approval. You will then have to present the original form of this document to your language school for your enrolment.

Employee	Ms <input type="checkbox"/> / Mr <input type="checkbox"/>	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
<input type="checkbox"/> The course is required by the unit		50% paid by the unit CHF Unit account number No The amount will be automatically debited from the account
<input type="checkbox"/> The course is on a personal initiative		30% paid by the unit CHF Unit account number 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 Head of Leadership and development accepts this enrolment

Name Signature

Total estimated cost **CHF** **50% paid by KeepLearning** **CHF**
(CHF 1'000.- maximum)