



Enrolment form Master 2 Management de Projet

Consenting to the General terms and Conditions on page 4, I hereby register for the indicated programme:

Master 2 Management de Projet (MMP) at the HoT¹.

Please complete in BLOCK CAPITALS.

Ms

Mr

First name

Name

Date of Birth (dd.mm.yyyy)

Place of Birth

Country of Birth

Nationality

Street

Nr.

Post code

City

Country

Telephone (country code, number)

Mobile (country code, number)

E-Mail

Education

Diplôme de fin d'études secondaires

Diplôme de fin d'études secondaire techniques

Abitur or Bacallaureate

Other (please specify)

Bachelor

Master

Other (please specify)

¹ The House of Training - hereinafter the HoT - is a foundation created in 2015 by the Chamber of Commerce and the Luxembourg Bankers' Association (ABBL), registered with the Luxembourg Trade and Company Register (RCS) under G22. The administration and the study centre of the HoT are located at 7, rue Alcide de Gasperi, L-1615 Luxembourg.



Enrolment fee:	1300 € (single payment upon enrolment)
Tuition fee:	7.200 € (single payment or 18 monthly rates of 400 €)
Inscription fee University Lorraine:	2 x 250 €* (payable at the beginning of each academic year)

*fees may vary

Payment method

Please tick the box of your preferred payment method (I, II, III), fill in the relevant information and sign at the bottom of the page.

I. Single payment

- The total amount of **8.500,00€** and the inscription fees of the University of Lorraine will be paid with the reference „HoT Study fee MMP + Student name” and “Inscription fee MMP + Student name” to the following account:

IBAN: LU37 0021 1014 9010 0000
 BIC: BILLULL
 ID number: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

House of Training
 7, rue Alcide de Gasperi
 L-1615 Luxembourg

II. SEPA direct debit

- The fees are paid in accordance with the following SEPA direct debit mandate. The inscription and student fee will each be paid in a single payment. The tuition fee will be paid in 18 monthly instalments of 400,00€. The direct debit will be made on the 15th of each month after invoicing begins at the beginning of the study programme.
- I /We authorize the HoT to collect payments for my / our account by direct debit. At the same time, I / We instruct my / our bank to debit the payments for the HoT from my / our account. The terms and conditions agreed with my / our bank shall apply. *Note:* I /We can demand reimbursement of the debited amount within eight weeks of the debit date.

Account holder

Name of the Bank

IBAN

BIC

Mandate nr. (to be filled in by the Administration)

III. Assumption of costs employer

- My employer will cover the costs of the study programme. A separate payment agreement will be made.

Employer

Employer E-Mail

In the event of revocation of payments by the employer, the student will become the sole debtor of the study fees, starting with the date of the revocation by the employer.

Date (dd.mm.yyyy)

Signature payment method student



Right of Revocation

You can cancel your registration in text form (e.g. letter, e-mail) within 14-days of receipt of the registration confirmation without giving any reasons. To meet the deadline, the timely dispatch of the revocation is sufficient. The revocation must be sent to the HoT.

In the case of an effective revocation, the HoT has the right to demand that you pay half of the enrolment fee of the programme concerned as compensation for its processing costs.

If you have already participated in events/courses at your own request during the cancellation period, you must pay us a reasonable pro rata amount for participation until the time we received your revocation.

Consent

- I hereby give my consent that the HoT, 7 rue Alcide de Gasperi, L-1615 Luxemburg, informs me about events, conferences, surveys or study programmes per mail, e-mail, or telephone and that my data is being stored and processed in this context. I know that I can revoke this consent at any time.

Required Attachments

Please note that you must complete and sign the enrolment form and add the following documents:

- **CV**
- **Motivation letter**
- **Copy of school leaving certificate with grades (*Baccalauréate*)**
- **Copy of university degree(s) worth 240 ECTS** (*certified copies; applicants with no university degree may be admitted after recognition of appropriate professional experience via VAPP; note: a VAPP dossier has to be filled in*)
- **Proof of professional experience, employer recommendations**
- **Recent ID photo (.jpg format)**
- **Copy of valid identity card/ passport (*front and back*)**
- **Copy of health insurance**

Additionally, for applicants whose degrees/documents are not in French or English:

- Certified translation of the degree/documents in English or French

Each document needs to be saved as a separate .pdf (photo > .jpeg) in the following form: "NAME First name – document type.pdf"

Please send the completed document via mail to

higuereeducation@houseoftraining.lu



Terms & Conditions

1. Contracting partners

The study contract is concluded with the House of Training, hereinafter referred to as the HoT. The HoT is registered with the Luxembourg Trade and Company Register (RCS) under G22. The HoT has its registered office and address at 7, rue Alcide de Gasperi in L-1615 Luxembourg.

2. Jurisdiction and applicable law

Jurisdiction is Luxembourg and applicable law is Luxembourgish law, subject to other regulations.

3. Study fees

The study fees for all study programmes are due at the beginning of the first semester. Monthly instalments can be agreed.

4. Written form

Registrations, revocations, and other changes must be made in writing. Verbal agreements have no legal effect.

5. Cancellation deadlines

If a participant unsubscribes from the programme before the start of the study programme in compliance with the following cancellation deadline, 75% of the enrolment fee of the study programme will be charged. The cancellation must be introduced in writing no later than 4 weeks before the beginning of the study period.

6. Cancellation or extension of a semester

- In the case of study programmes with a duration of over 6 months, a cancellation is possible at the end of each semester with a notice period of 6 weeks.
- Extension semesters are subject to a fee and must be requested in writing at least 6 weeks before the beginning of the semester. If there are still examinations to be completed in the extension semester, tuition fees in the amount of half of the regular tuition fees of a semester must be paid.

7. Start of a study programme

The start of a study programme depends on a minimum number of participants, which may vary depending on the programme and/or the start of the semester. If the minimum number of participants is not reached, the HoT reserves the right to terminate the study contract or to offer the student to postpone his/her studies to a later semester. In addition to the claims for reimbursement of fees already paid, there are no further claims of the participant.

8. Programme modifications, relocations, or dismissal

Programme changes, relocation or cancellation of events are also reserved. In addition to the claims for a reimbursement of fees already paid, there are no further claims admissible.

9. Offered degree

Upon successful completion of the study programme, the student will be awarded the French degree "Master 2 Management de Projet" by the University of Lorraine.

10. Copyright and image rights

Teaching materials, scripts, recordings of lectures, examinations, etc. are protected by copyright. Use for the study purposes of the student is permitted. Any use that is not expressly permitted by the copyright laws requires the prior consent of the HoT. This applies in particular to reproductions, editing, translations, micro-filming and storage and processing in electronic systems, distribution on the Internet or on social networks. In case of infringement, the HoT reserves the right to take further action.

11. Data storage

We hereby inform you that the HoT processes and stores the personal data of students for the following purposes and as required by applicable law:

- Administration and accounting
- Management of eligibility criteria, teaching (including schedules and organisation of courses/seminars/examinations), enrolment (including study fees), diploma management
- Online administration of students and diplomas, including the profiles set up by the students themselves.

This information will not be disclosed to third parties unless the HoT is required to do so by law, or by partners, stakeholders, and service providers, for the purposes above.

You have a right to access and correct this information by contacting the Student Affairs Office.

I hereby confirm to have read, understood and accept the terms & conditions and register for the Master 2 Management de Projet at the HoT.

First name

Name

Date (dd.mm.yyyy)

Signature student