

Registration form

REGISTRATION ON A PROFESSIONAL BASIS (private registrations are only accepted through our website www.ifbl.lu)

For courses and/or examinations

Name of the course _____ Date (start) _____ Date for chosen exam session (*) (**)

(*) The dates published on our website have to be selected with a range of minimum 10 working days before the dispatching date of the registration form.

(**) The presentation of a valid ID is required on the examination day.

PARTICIPANT

Compulsory indications

F M

Name _____

First name _____

E-mail _____

Member in the partner association

ADA ALCO ICMA PRIM

Optional indications

Date of birth _____

Home address (street) _____

Home address (town) _____

Fax _____

Mobile _____

EMPLOYER

Indications to be delivered with each registration

Name _____

Specific invoicing address (if different from the usual invoicing contact) _____

The employer declares to have read and accepted the presently applicable general conditions of the IFBL.

Date and signature _____

Stamp of the company _____

INDICATIONS TO BE DELIVERED ONLY WITH THE FIRST REGISTRATION MADE BY AN EMPLOYER*

Name _____

Field of activity _____

Street _____

Postal code & town _____

P.O. Box _____

Postal code & town _____

Contact person _____

Phone/E-mail _____

Member IFBL Member ALFI

NOTIFICATIONS to be sent to the following persons:

Registrations _____

Phone/E-mail _____

Examinations _____

Phone/E-mail _____

Invoices _____

Phone/E-mail _____

* These indications will serve for all future registrations from the same employer. Any modification has to be sent in writing.

General conditions

Registration procedure

In order to ensure maximum flexibility, unless otherwise indicated, the IFBL offers separate registration for training courses and examinations. In most cases, it is thus possible to register for a course, without taking the examination, or on the contrary, register for an examination in order to have your knowledge tested, without having attended the course. However, for advanced training courses, the IFBL reserves the right to require presentation of a dossier or some other evidence to ensure participants have the necessary basic knowledge.

Registration on a professional basis (payable by the employer):

You can register in any of the following ways:

- complete and return the registration form
 - by fax (46 50 19)
 - by post (7, rue Alcide de Gasperi, L-1615 Luxembourg)
 - by e-mail (scanned form to be returned to customer@ifbl.lu)
- online via the “Espace Particuliers” on our website

Each registration form must contain the following information: course name, date of the session, participant's forename, surname and e-mail address, mobile number (optional), employer's name, billing address (if different from default data, see under “Notifications”).

For training courses offered in collaboration with the professional associations with which the IFBL has entered into a partnership, members of those associations can enjoy a 20% discount off training courses organised in collaboration with that partner association. In order that these discounts can be granted, the employer's or participant's membership must be indicated on the registration form. The IFBL reserves the right to require proof.

Registrations must reach the IFBL at least five working days before the start of the course.

The IFBL reserves the right to rejection registration forms if the information is incomplete or supplied once the additional time allowed for providing full information has expired.

Private registrations (payable by the private individual):

Private registrations are only accepted online and by electronic payment. They must be submitted, approved and paid for by electronic means at least five working days before the start of the course.

Notifications

On first contact, every employer registering employees for IFBL training courses must provide us with the following information:

- Name, address and field of activity of the company.
- Name, e-mail address and telephone number of the person the IFBL may contact with regard to registrations: “Registrations Contact”.
- “Notifications”: Name and e-mail address of the person to whom the IFBL should send its notifications relating to registrations (confirmations, cancellations...). These e-mails may be sent to the employer or the participant, or both. Once the preference has been selected, it will apply to all registrations from that company until otherwise instructed in writing.
- “Examination”: Name and e-mail address of the person to whom the IFBL should send its notifications relating to examination results. These e-mails may be sent to the employer or the participant, or both.
- “Invoices”: Name and e-mail address of the person to whom the IFBL should send invoices. By default, the address of the initial registration contact will be used for all communications. Any change must be notified in writing to our Customer Service Department.

Terms of payment

For registrations on a professional basis, our invoices will be e-mailed, separately from the course confirmation, to the billing address indicated on the registration form. They will not be signed.

If a specific billing address is not given to us, the invoice will be sent to the normal notification address. Other than for an input error on our part, requests to correct the billing address received after the invoice has been raised will entail an extra administration charge of 25.00 EUR.

Applications for discounts on attendance fees for a course organised in partnership with an association of which the employer or participant are members will not be accepted unless that information was provided at the time of registration.

As a general rule, payment should be made on the basis of that invoice within 30 working days of receipt.

Any disputes will only be entertained within five working days of receipt of the invoice. Private enrolments are only accepted by on-line enrolment and electronic payment.

Cancellation conditions

Cancellation of an enrolment for a course

All cancellations must be advised in writing. Unless a medical certificate is provided, for cancellations received less than five working days before the start of the course, we will be obliged to invoice the full amount. Any cancellation received before that time limit will be invoiced at 20% of the VAT exclusive price of the course, with a minimum of 50 EUR and a maximum of 1,200 EUR.

It is possible to defer an enrolment, free of charge, to another scheduled session of a training course on the programme provided a written request reaches us at least five working days before the start of the original course. It is possible to replace one participant with another at any time before the start of the course at no additional cost. This must be notified to us in writing.

The IFBL reserves the right to defer or cancel a course for organisational reasons or in the event of force majeure.

Cancellation of registration for an examination

Unless a medical certificate is provided, examination cancellations or deferrals will be invoiced in full. It is not possible to replace one candidate with another.

Course media and copyright

The documentation used in our courses represents course media. It will be distributed to course members only and may not be sold, copied or divulged in any other way.

Data confidentiality

By signing the registration form, the company guarantees that it has obtained the participant's permission to communicate his personal data for data processing purposes. The company also guarantees that the participant has been informed of who that information will be given to: the employer, the tutor and, if appropriate, any training institutions collaborating with the IFBL.

These general terms and conditions will come into force on 1st January 2011. Any subsequent amendments will be published on our website.

CONTACT

IFBL - Customer Service
7, rue Alcide de Gasperi
L-1615 Luxembourg
T. 46 50 16-1 | F. 46 50 19 | E. customer@ifbl.lu
www.ifbl.lu