



DATA RELATING TO REGISTRATION					
Course reference		Course title			
C					
Registration type		Place		Language	Day
<input type="checkbox"/> Course and exam <input type="checkbox"/> Exam and online course materials (30€)		<input type="checkbox"/> Luxembourg <input type="checkbox"/> Ettelbruck <input type="checkbox"/> Clervaux <input type="checkbox"/> Mamer <input type="checkbox"/> Diekirch <input type="checkbox"/> Remich <input type="checkbox"/> Esch-Alzette <input type="checkbox"/> Wiltz		<input type="checkbox"/> Luxembourgish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> English <input type="checkbox"/> Portuguese	<input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday <input type="checkbox"/> Saturday
<i>Preferential rate: on presenting proof of their status, staff representatives and unemployed job seekers can benefit from a special rate of 75€ per course.</i>					
PERSONAL DATA (APPEARING PARTLY ON THE CERTIFICATE / DIPLOMA)					
Title: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. Surname: First name: Married name (if applicable): Birth date: Country of birth: Nationality:					
STATISTICAL DATA					
Educational level attained					
<input type="checkbox"/> Lower secondary education <input type="checkbox"/> Upper secondary education <input type="checkbox"/> Master craftsman Diploma <input type="checkbox"/> Brevet de Technicien <input type="checkbox"/> Bachelor or equivalent <input type="checkbox"/> Master or equivalent <input type="checkbox"/> PhD					
Professional situation					
Employment status			Economic activity		
<input type="checkbox"/> Employee <input type="checkbox"/> Apprentice <input type="checkbox"/> Measure of the ADEM <input type="checkbox"/> Liberal profession / Self-employed <input type="checkbox"/> Civil servant, state or communal employee <input type="checkbox"/> European / International institution <input type="checkbox"/> Job seeker / Unemployed <input type="checkbox"/> Housewife / Househusband <input type="checkbox"/> Retired <input type="checkbox"/> Student			<input type="checkbox"/> Public administration <input type="checkbox"/> Agriculture <input type="checkbox"/> Craft trades <input type="checkbox"/> Banking and insurance <input type="checkbox"/> Trade and Hotel and catering <input type="checkbox"/> Industry <input type="checkbox"/> Health and Social work <input type="checkbox"/> Other service activities		
Billing address					
<input type="checkbox"/> 1 - 9 <input type="checkbox"/> 10 - 19 <input type="checkbox"/> 20 - 49 <input type="checkbox"/> 50 - 249 <input type="checkbox"/> > 250					
CONTACT DETAILS					
Home address		Office address		Billing address	
<input type="checkbox"/> Mail address		<input type="checkbox"/> Mail address		<input type="checkbox"/> Private address	<input type="checkbox"/> Office address
Street and number: ZIP Code: Town: Country: Phone: + Mobile phone: + Emails:		Street and number: ZIP Code: Town: Country: Phone: + Mobile phone: + Emails:		Company: Name and surname: Street and number: ZIP Code: Town: Country: Phone: + Mobile phone: + Emails:	
Please send information relating to courses by: <input type="checkbox"/> emails and post <input type="checkbox"/> emails only					
By signing this registration form, I declare that I have read and explicitly accept the terms and conditions of the Luxembourg Lifelong Learning Centre, in the evening course program or www.LLCC.lu					
Date		Signature			
To be sent to: formation@LLCC.lu Registration fees are to be paid to the account: LLC / CSL / COURS DU SOIR at BCEE Luxembourg, BIC / SWIFT: BCEEULL, N° IBAN LU69 0019 1055 9340 4000.					

General terms and conditions of participation

Article 1 – Registration

The candidate can choose between two types of registration for evening courses:

- > **The standard registration, which comprises registration for the classes as well as for the exam and**
- > **The exam registration, which excludes attendance to classes and is limited to exam participation.**

For pedagogical reasons, the number of courses a candidate can register for is limited to 4 modules per semester. The Luxembourg Lifelong Learning Centre of the Chambre des salariés (hereafter designated as the LLLC) may, under certain circumstances, authorise an additional course registration.

The candidate may register either online via the www.LLLC.lu website, or by filling in and returning the registration sheet to the LLLC via postal mail, fax, email or in person, no later than 14 calendar days prior to the beginning of the course. Exam registrations have to be submitted to the LLLC no later than one month prior to the exam date. Registration requests will be processed within a week following receipt.

To register via the website the candidate needs to create a user account with the LLLC. To create a user account the candidate has to acknowledge the present terms and conditions, which then constitutes acceptance of these terms and conditions.

Article 2 – Admission to the course

The LLLC reserves the right to reject an application if the maximum number of candidates per class or the maximum number of registrations per semester has been reached, or for any other reason, particularly when prerequisite requirements are not met. All decisions taken by the LLLC in this matter are final.

One or several prerequisite courses may be required to register for some modules.

In the event that a prerequisite module is merely recommended, successful completion of the latter is considered an advantage, but not a requirement.

In all other cases, the application will only be accepted if the candidate provides proof of the acquisition of equivalent knowledge, acquired in the frame of a course or (extra-) professional experience. All requests for exemption from aforementioned prerequisites have to be submitted in writing and need to be accompanied by the required supporting documentation. The LLLC reviews exemption requests and takes a decision at its own discretion. Exemption from a prerequisite module does not entitle the candidate to a certificate for this module, but it allows them to enrol on a given course.

If a candidate does not meet the prerequisite requirements for registration, they are temporarily registered but need to provide the required proof of the prerequisites within two weeks at most. Failing this, the LLLC reserves the right to cancel the registration in order to avoid blocking seats unnecessarily. This does not apply to candidates attending prerequisite modules and awaiting exams or examination results.

Once the candidate's registration request has been approved by the LLLC, they will receive a final course confirmation as soon as the minimum number of participants for the module has been reached.

Article 3 – Waiting list

Once the maximum number of candidates for a module has been reached, the LLLC provides the possibility to add the candidate to a waiting list free of charge. As soon as a place becomes available, the candidate will be invited by email to register for the course or to withdraw the course application via a link. The available seat is reserved for the candidate for 7 calendar days. In the absence of a response within this timeframe, the free seat will be offered to the next candidate on the waiting list. If no place becomes available, the candidate's application remains on the waiting list until the next session.

Article 4 – Terms of payment

The price of the course is subject to change.

The candidate is required to proceed with the payment as specified in the instructions on the invoice.

A candidate failing to pay is neither allowed to attend any classes nor any exams. They will not receive any document or certificates of attendance or any other communication, nor any results directly related to this training course. The Chambre des salariés will engage the necessary legal means to recover outstanding registration fees, amongst others through wage

withholding as well as damages and interests.

Unemployed job seekers and staff representatives may request a reduction of registration fees, provided they supply proof of their status within 30 days of the date of registration to the LLLC.

Article 5 – Course cancellation by the LLLC

The LLLC reserves the right to cancel the course, for instance when the required number of candidates has not been reached, "force majeure", unavailability of the trainer or for any other reason.

In this case, the registration fees already paid, will be reimbursed to the client, who will be informed as soon as possible.

The LLLC offers various formulas (face-to-face, blended learning or e-learning). In the event of insufficient registrations, the LLLC will offer participants the option of joining the course with the highest number of registrations. The LLLC reserves the right to cancel classes offered in other packages.

Article 6 – Course withdrawal by the candidate

All course withdrawals must be notified in writing to the LLLC. Candidates may withdraw from a course without charge within 14 days of registration.

After this period, the LLLC reserves the right to charge a cancellation fee as follows:

> In case of a standard registration:

- a fixed rate of 30 €, if the withdrawal is notified less than 14 calendar days prior to the beginning of the course;
- the full amount of the registration fee, if the withdrawal is notified on or after the course start date.

> In case of exam registrations:

- a fixed rate of 30 €, if the withdrawal is notified less than 14 calendar days prior to the exam date;
- the full amount of the registration fee, if the withdrawal is notified on or after the day of the exam.

In case of application for registration on the course less than 14 days prior to its starting date, the candidate agrees that classes begin before the end of the withdrawal period.

However, in this case, if candidates make use of their right to withdraw, they are only entitled to a full reimbursement of the fees if they withdraw before the course start date. Once the course has begun, reimbursement will be proportional to the classes scheduled after the date of withdrawal.

In certain exceptional cases (serious illness, accident of the candidate...) the LLLC can proceed to the reimbursement of the registration fees. Such decisions taken by the LLLC are without appeal and without motivation.

Article 7 – Teaching staff and course content

The course content, a potential list of teaching staff, as well as the programme displayed in the brochure or on our website are subject to change until the course starts.

Article 8 – Time and location of course

Candidates shall be informed of the dates as well as the location of the classes several days before the beginning of the course, provided the registration fees have been received by the LLLC.

Article 9 – Technical equipment

The Chambre des salariés cannot be held fully or partly responsible for any defect, occurring on the premises of a building of which it is not the owner (ex.: IT material).

Article 10 – Course attendance

Course attendance is not compulsory for admission to the exam, unless otherwise specified in the module description.

Article 11 – Course materials

Course materials are subject to author's rights and are reserved for the exclusive use of course- or exam participants. Full or partial reproduction and distribution of course material to the public is prohibited.

Course materials are supplied in digital format via the Moodle.LLC platform.

They will be available a day before the course, for the entire duration of the latter and for up to 2 weeks after the final exam.

Article 12 – Communication of information during the course

Candidates are required to receive communications relative to the course by post or by email. Certificates/diplomas are sent by post.

Article 13 – Exams

Candidates are required to show up for the exam on the date and time set by the exam commission and in accordance with the notice sent by the LLLC.

Article 14 – Module validation

A module is validated if the candidate obtains at least 30 points out of 60 at the exam. If a candidate meets this requirement, they receive an evening course certificate.

Depending on the score achieved, the certificate will state either of the following: "Excellent" (52 - 60 points), "Very good" (48 - 51 points), "Good" (40 - 47 points), "Pass" (36-39 points) or "ordinary pass" (30-35 points).

Results are validated by an exam commission, composed of representatives of the Ministry of Education.

The exam commission's decisions are without appeal.

Article 15 – Validation of a training profile

Participants who meet the requirements for completion of a training profile, i.e. a training cycle composed of compulsory and optional modules, are awarded an evening course diploma. Requirements to be met are specified in the description of each training profile.

Candidates may request an exemption from a module included in a training profile as long as they can provide proof that they have gained equivalent knowledge through training or (extra) professional experience. To do this they need to submit a written request accompanied by the required supporting documentation. The LLLC will review requests and take a decision at its own discretion.

The candidate may apply for a maximum of 2 exemptions per training profile. Exemption from a module does not entitle the candidate to a certificate for this module, but the module will count towards the completion of the training profile. A module for which an exemption has been granted cannot be used as an optional module for the validation of a training profile.

If the candidate already holds a diploma from the LLLC's evening course programme and if they aim to obtain an additional diploma, they have to pass all the compulsory modules of the additional training profile.

Furthermore, each module may only be transferred once as an "optional module" towards a new profile.

The majority of the modules acquired through our evening course programme remain acquired without time limit. However, depending on the topic, its technicality and evolution, candidates may be asked to provide evidence of the practical application and maintenance of their level of knowledge in the given field. The CSL reserves the right to accept or reject taking into consideration a specific module in the context of the validation of its evening- or day courses diplomas.

Article 16 – Diplôme d'études professionnelles en formation continue (DEPFC)

Candidates will be awarded a Diplôme d'études professionnelles en formation continue (DEPFC) if they successfully complete the training profiles making up the DEPFC.

Article 17 – Personal data

Candidates may take note of all their rights regarding the protection of their personal data on <https://www.csl.lu/fr/protection-des-donnees/>.

Article 18 – Image rights

By accepting these terms and conditions, the participant authorises the CSL to publish photographs and pictures in which they can be personally identified (amongst others during graduation ceremonies) on the CSL and LLLC websites, on social networks used by the CSL as well as in other publications by the CSL.



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LEARNING CENTRE
LA FORMATION CONTINUE DE LA CHAMBRE DES SALARIÉS