

ENROLMENT IN PUBLIC COURSES

GENERAL CONDITIONS*

COST

Registration fees cover the following:

- **tuition fees:** teaching, practical work, use of simulators and other computerized equipment, course notes and documents provided,
- **lunch and refreshments** during the breaks (tea, coffee, other beverages).

Registration fees exclude tax. For a client outside France they are equivalent to the sum, exclusive of tax, to be transferred to France. To this sum should be added either French VAT for a French customer or any other local tax or withholding tax from participant's country of origin, if any.

Unemployed persons are eligible for a reduction in registration fees (contact the course centre).

REGISTRATION AND PAYMENT

- **Deadline for registration: 3 weeks before the start of the course.** Registrations after this date are accepted when possible.
- **Number of participants:** the number of participants per course is limited for pedagogical reasons. If the limit is exceeded, priority is given to the registrations received first. ENSPM Formation Industrie - IFP Training also reserves the right to limit the number of registrations from the same organization.
- **Registration procedure:**
 - . Registrations may be sent by E-mail, fax or post to the organizing training centre using the appropriate registration form and providing the information required in particular:
 - name and address of the **department or organization to whom the invoice should be sent** and any **other documents required** with the invoice (presence sheet, etc.)
 - if applicable, other sponsoring organism entitled to be invoiced
 - . In the case of late registrations, check with the course centre, preferably by telephone, that places are still available and that the course is effectively taking place.
- **Payment:**
 - . **To participate to the course, payment must be received before or at the beginning of the course:**
 - by bank check to the order of ENSPM Formation Industrie - IFP Training, 232, avenue Napoléon Bonaparte - 92852 RUEIL-MALMAISON CEDEX, on the **1st day** of the course at the latest,
 - by bank transfer to ENSPM Formation Industrie - IFP Training account:
 NATIXIS account n° 30007 99999 04165583000 12
 IBAN FR 76 3000 7999 9904 1655 8300 012 - Code swift CCBPFRPPPAR
one week before the beginning of the course at the latest.

CONFIRMATION AND NOTIFICATION

- **Confirmation:** written confirmation of the registration is sent by ENSPM Formation Industrie - IFP Training to the training officer of the client company at the latest **2 weeks before the start of the course.**
- **Notification of attendance:** a letter of notification addressed to the participant is attached to the confirmation of registration.
- **Practical information** concerning the course programme, schedule, access, accommodation and any organizational details is attached to the above letters.

CANCELLATION

- **Cancellation of a course:** ENSPM Formation Industrie - IFP Training reserves the right to cancel or to postpone a course. In the case of cancellation, the training departments of the client companies are informed by telephone at the latest 2 weeks before the start of the course concerned. Cancellation is then confirmed by fax or mail. Payments received are fully reimbursed.
- **Cancellation of a registration by the customer:**
 - . In case of cancellation **less than 14 calendar days** before the start of the course, unless replacement by a participant from the same company, **50% of the tuition fees** are due and will be invoiced. If payment already made, 50% of the payment will be reimbursed.
 - . If the participant has to leave for unforeseen reasons before the end of the course, the full tuition fees are invoiced. The participant may attend a subsequent course free of charge for the period corresponding to his/her absence, following agreement with ENSPM Formation Industrie - IFP Training.
 - . If the participant fails to attend the course without notification, the **full tuition fees** are invoiced and due. No reimbursement can be claimed.

INVOICE

A posteriori, the invoice is sent on completion of the course to the department or organization indicated at the time of registration.

* Unless specific contractual conditions have been agreed between trainee's company and ENSPM Formation Industrie - IFP Training