

AGREEMENT

ARTICLE 1: SUMMARY

CEIPI (Université de Strasbourg) located at Le CARDO 7, rue de l'Ecarlate CS 20024 F-67082 Strasbourg Cedex, is organizing the following courses:

- **Preparatory Seminar for the European Qualifying Examination – PRE-EXAMINATION**
- **Intensive Course Pre-examination**

ARTICLE 2: PARTICULARS

The courses will take place during the **academic year 2023/2024**. Participants will receive a certificate of attendance.

ARTICLE 3: PARTICIPANT

The course will be attended by ☐ Mr ☐ Mrs **Family name:**

First name:

Speciality: ☐ Chemistry ☐ Mechanics **Nationality:** **Date of birth:**

Phone: **E-mail:**

Participant accepts to receive information per email about other trainings organized by the CEIPI Yes ☐ No ☐

Participant accepts to receive information per email about the Alumni association Yes ☐ No ☐

ARTICLE 4: COURSE AND TUITION FEES

Please indicate the course(s) that you wish to attend:

We draw your attention to a package price option for those who register simultaneously for both courses (Seminar + Intensive course). Fees schedule on page 2.

- ☐ **Preparatory Seminar for the European Qualifying Examination – PRE-EXAMINATION**
From Monday 23 to Friday 27 October 2023
Please choose one training format (on-site in Strasbourg or online) between the following:

In Strasbourg Language: ☐ Deutsch ☐ English ☐ Français

Online* Language: ☐ Deutsch ☐ English ☐ Français

AND/OR

- ☐ **Intensive Course Pre-examination - 2 days training on 25-26 January 2024**
Online course exclusively

Online* Language: ☐ Deutsch ☐ English ☐ Français

* The appendix to this training specifying the frame of the online format only applies in case this format is chosen by the participant.

The tuition fees will be due **on receipt of the invoice** (sent after the seminar) and paid by the client:

- ☐ **the Company** - **Please add a letter, signed and stamped by your manager and confirming the invoicing address of your company**
⚠ **Please be advised that without this letter, no enrolment will be valid!**

- Please indicate the **VAT-ID number** of your company:.....
(TVA intracommunautaire / Umsatzsteueridentifikationsnummer)

- If your company is working with purchase orders, please send it **before the first course**.

☐ **the Participant** Invoicing address:
.....
.....
.....

Please choose between the 2 options:

	<input type="checkbox"/> Price per course*	<input type="checkbox"/> Package price*
Preparatory Seminar Pre-examination	<input type="checkbox"/> 1'800€	2'450€ <i>100€ discount compared to the standard price</i>
Intensive Course Pre-examination	<input type="checkbox"/> 750€	

* Subject to validation by the University authorities.

The "Package" option can only be chosen if the attendee enrolls simultaneously for both courses (Seminar + Intensive course).



Please note that the invoice will be sent after **the first course in October**. In case the tuition fees will be paid by an external organisation, please make sure they accept the terms of this option.

The invoice will be established using the invoicing address communicated by the client. A surcharge fee of 50.00 € will be applied for any invoice re-issued at the client's request due to a non-communication of change of client's invoicing information before issuance of the original invoice.

Payment to be made to the order of : **Monsieur l'Agent Comptable de l'Université de Strasbourg** (bank transfer) upon receipt of the invoice.

These are net rates, the University not being liable to VAT.

ARTICLE 5: CANCELLATION, POSTPONEMENT OR INTERRUPTION OF THE TRAINING

i. By the client

Any cancellation must be communicated in writing.

For individuals and legal entities, in the event of cancellation, except in the cases listed in Article 6 hereof and in cases of force majeure, CEIPI-University of Strasbourg reserves the right to invoice the full price of the service.

In the event of cancellation after the start of the service, absence, abandonment or non-performance of the planned training, the CEIPI-University of Strasbourg will invoice the client for the full price of the service.

In the particular cases of absence or abandonment of the participant leading to a reduction in the amount of the training costs covered by the planned company, the CEIPI-University of Strasbourg reserves the right to invoice to the participants the outstanding sums.

If abandonment is due to a case listed in Article 6 or to a case of force majeure, duly acknowledged and reported by the client by registered letter with acknowledgement of receipt, enclosing all relevant supporting documents, payment is due pro-rata for the hours of training provided by the CEIPI-University of Strasbourg up to the date of receipt of the letter.

If a client is a natural person undertaking the training action on an individual basis and at his own expense, he may withdraw from the contract within 14 days from the date of signature of the present agreement.

ii. By the CEIPI-University of Strasbourg

The CEIPI-University of Strasbourg reserves the right to postpone or cancel the training action, in particular in the event that the number of participants is insufficient to ensure the appropriate running of the training session. In this case, the client will be notified as soon as possible of such cancellation or postponement. No compensation can be paid to the client and, in any event, the reservation, travel and accommodation costs incurred cannot be reimbursed.

Exceptionally and in the cases listed in Article 6 or in case of force majeure according to Article 6, the CEIPI-University of Strasbourg reserves the right:

- to replace the lecturers initially planned to provide the training action by others, guaranteeing training of identical quality,

- in the event that the training cannot take place face-to-face under the planned conditions, to set up the training in accordance with appropriate arrangements, making it possible to meet the objectives set out in the training programme,
- to cancel the training.

In all these cases, no indemnity or compensation can be requested by the client.

In the event of partial completion of the training by the CEIPI-University of Strasbourg, the invoicing may be made on a pro-rata basis of the hours completed in relation to the number of hours planned.

ARTICLE 6: FORCE MAJEURE

The CEIPI-University of Strasbourg cannot be responsible if the failure to perform or the delay in performing one of its obligations described in the present agreement results from a case of force majeure, understood as any external, unforeseeable and uncontrollable event within the meaning of administrative jurisprudence.

The following cases will also be considered exempt from liability: the illness or accident of a lecturer, strikes or social disputes within or outside the CEIPI-University of Strasbourg, natural disasters, fires, interruption of telecommunications or energy supply in the country of the training provider, interruption of transport of any kind, declared or undeclared war events, general labor strikes, epidemic and pandemic diseases, quarantine, fire, exceptional floods, accidents or other events beyond the control of both parties.

ARTICLE 7: EFFECTIVE REGISTRATION DATE

Registration will be effective on receipt of the signed agreement.

"Approved by the client who certifies reading this agreement and pledge to respect its terms."

I authorize the CEIPI to process and use my personal data solely for purposes related to CEIPI's trainings and events.

The legal basis for processing your data is your consent (Article 6 (1) a. GDPR). Your data is necessary for the management of the training: Preparatory Seminar for the European Qualifying Examination – PRE-EXAMINATION/Intensive Course Pre-examination by the CEIPI-Université de Strasbourg. Your data will be processed and kept by the staff in charge of training management at CEIPI-Université de Strasbourg for 5 years/10 years for accounting documents.

Your data might be communicated to the tutors/speakers of the training and if applicable, to funding organizations (OPCO).

The CEIPI implements appropriate security measures. The processing does not involve automated decision-making. Your data might be transferred outside the European Union in particular in case of training taking place online by the means of videoconferences.

In accordance with Regulation (EU) 2016/679 of 27 April 2016 of the European Parliament and of the Council and the amended law n° 78-17 "Informatique et Libertés", you can withdraw your consent to the processing of your data at any time. You also have the right to access, rectify and delete your data. You can also request the restriction of processing. To exercise them, the request can be addressed to CEIPI at the following address: cynthia.jehl@ceipi.edu.

The University of Strasbourg has appointed a data protection officer who you can contact at the following address: dpo@unistra.fr. If after contacting her, you feel that your rights have not been respected, you can file a complaint within the CNIL.

City: Date:

The participant: The manager:

COMPANY STAMP

NB:

Both signatures of the participant and the manager should be from two different persons.

If you are head of your company and there is no one able to sign as manager:

- ***please sign in both places***
- ***and send us any official document stating your role as leader (as for ex. the official statutes of your company).***

Please send the registration documents to:

CEIPI
Université de Strasbourg
Section Internationale – **Cynthia Jehl**
Bâtiment Le CARDO 7, rue de l'Ecarlate
CS 20024 - 67082 Strasbourg Cedex
By e-mail to : cynthia.jehl@ceipi.edu

Registration deadlines :

- Preparatory seminar + Package : **29 September 2023**
- Intensive course EQE pre-exam : **8 December 2023**