

REGISTRATION STEPS

1) Pre-Registration Form

Complete and submit the pre-registration form below to the Service de Formation Continue et par Alternance (SEFCA) of the University of Burgundy.

2) Contractual document

A contractual document will be forwarded to participants on receipt of the completed pre-registration form. Fill out this document and send it back to the SEFCA before the start of the course.

This document is essential: it specifies the sales conditions and the background information on the course (dates, training site, etc.)

Warning :

In the absence of this returned document 10 days in advance of the training, your application won't be taken into account.

3) Registration confirmation

The registration of the trainee will definitely be validated on receipt of the contractual document. A training invitation will be issued to you.

Warning :

Do not show up to a training without prior convocation (received by mail or e-mail).

Registration form to be returned by mail or e-mail to:

Service commun de Formations Continue et par Alternance (SEFCA)
Maison de l'Université
Esplanade Erasme - BP 27877
21078 DIJON Cedex - FRANCE
Mail : formation.continue@u-bourgogne.fr

EACH SHORT-COURSE TRAINING REQUIRES A **MINIMUM NUMBER OF TRAINEES TO OPEN**. THE HEAD TEACHERS AND THE SEFCA TEAM **MAKE EVERY EFFORT TO OPEN** SHORT-COURSE TRAININGS OFFERED IN THE CATALOGUE.

Pre-Registration Form

Please fill in one form per person and per course. Send it back by mail or email to:

SEFCA, Maison de l'Université, Esplanade Erasme, BP 27877, 21000 DIJON, FRANCE - formation.continue@u-bourgogne.fr

■ REQUESTED COURSE :

Name.....
Date.....

■ PARTICIPANT CONTACT DETAILS:

Mr Mrs Name Firstname

Date of birth Place of birth.....

Address

Postal code..... City..... Country.....

Tel Mail*

Position

Employer

■ IF FUNDING, CONTACT DETAILS OF THE FUNDER (EMPLOYER OR OTHER) :

Company name.....

TIN, NIG, CIF, RUT, EIN number

Address.....

Postal code..... City..... Country.....

FUNDER CONTACT :

Mr Mrs Name Firstname

Position

Mail*

Tel Fax

I have read and agreed to the general conditions of billing
You can find them on <https://sefca.u-bourgogne.fr/le-sefca/conditions-generales-de-facturation.html>

I declare that I have read the Rules SEFCA of Procedure
You can find them on <https://sefca.u-bourgogne.fr/le-sefca/reglement-interieur.html>

HOW DID YOU LEARN ABOUT THE COURSE ?

- Short-course training catalogue Word of mouth Press Other? Specify :.....
- SEFCA open day SEFCA website Fair

Signature¹/Stamp

*In accordance with the agreement n°78-17 of 06/01/78 on information and personal liberties, you benefit from the right to access and require rectification of your personal data by writing to the address below.

Click here if you don't wish to receive by email the latest training news from the University of Burgundy .



¹ Trainee signature if self-supported