

CAS in **Modern Management for Non Profit Organizations** 2017

ADDITIONAL DOCUMENTATION REQUIRED

- | | | |
|--|---|---|
| ☐ Curriculum Vitae | ☐ A copy of your identification card | ☐ Copies of diplomas |
| ☐ Letter of interests | ☐ A passport photo (JPG) | |

FULL FILE

to be returned until April 15, 2017 to:

Mylène BLANC

GSEM – Uni Mail, Université de Genève – 1211 Genève 4

E-mail: npo@unige.ch

After this deadline, application will be considered according to remaining availability

You can also register on-line: <http://npo.unige.ch>

The data will be handled with strict confidentiality in accordance with data protection legislation.

Personal data

Please complete in block capitals

☐ Ms/Mrs ☐ Mr

Surname/Family name: First name:

Date of birth (day/month/year):

Occupation:

Swiss nationality: ☐ yes ☐ no Canton: Nationality(ies)

MAILING ADDRESS
(tick one box only)

☐ personal ☐ business

BILLING ADDRESS ☐ personal ☐ business

BUSINESS CONTACT DETAILS

Company/Institution:

Address:

Post code/City/Country:

Tel: Fax:

E-mail:

PERSONAL CONTACT DETAILS

Address:

Post code/City/Country :

Tel : Fax:

E-mail:

AVS (optional)

Since 2011, the enrolment number for swiss university students is based on the AVS ID number.

ID number AVS:

Curriculum

PRIOR UNIVERSITY STUDIES

Have you enrolled previously in a Swiss higher education institution? ☐ yes ☐ no

Swiss enrolment number SIUS: -

If you are not able to provide your enrolment number, please give the name of the last higher education institution you attended in Switzerland. This will enable us to retrieve your enrolment number

END OF STUDY LEVEL

- ☐ Federal Certificate of Competence (CFC)
- ☐ Vocational school-leaving certificate
- ☐ General school-leaving certificate / Baccalaureate (secondary)
- ☐ Bachelor/Master from University of Applied Sciences / University of Teacher Education
- ☐ Bachelor/Master/Doctorate from University or Federal Institute of Technology
- ☐ Other:

HIGHEST UNIVERSITY LEVEL OF QUALIFICATION OBTAINED

Full title of qualification:

University/School:

Country:

City:

Degree (type of certificate): ☐ Bachelor ☐ Master ☐ Complementary Certificate ☐ Ph D

Complementary information

HOW DID YOU FIND OUT ABOUT THIS COURSE? (tick all that apply)

- ☐ Personal recommendation
- ☐ My company
- ☐ Education/careers adviser
- ☐ Newspaper advertisement => state which:
- ☐ University of Geneva continuing education course catalogue
- ☐ University of Geneva continuing education website www.unige.ch/formcont
- ☐ Another website => state which:
- ☐ Direct enquiry to the University of Geneva
- ☐ E-mail advertising the course
- ☐ At a trade fair or show (e.g. Salon RH, Salon de l'Etudiant) => state which:
- ☐ Other:
- ☐ Brochure CAS Modern Management for NPOs

OTHER EXPERIENCE OF CONTINUING EDUCATION OVER THE LAST TWO YEARS

Please include all types of education and training, including seminars, symposia, conferences, debates, etc.

- ☐ No other experience of continuing education

Number of courses of one day or less (<8 hours):

Number of courses of more than one day (> 8 hours):

Number of award-bearing courses (Certificate/Diploma/Master of Advanced Studies, etc.): :

Complementary information

EMPLOYMENT

Are you currently in employment?

☐ Yes, full-time☐ Yes, part-time => Percentage worked :☐ No => because you are:☐ Seeking employment☐ On training leave☐ Retired☐ Other, please specify:*If you have no occupation at present, please fill in the items hereunder referring to your previous occupation.*

Role (job title):

Level

☐ Self-employed☐ Senior manager☐ Middle manager☐ Employee

Sector

☐ Self-employed business☐ Public administration or similar☐ Association☐ Private company☐ NGO☐ European organisation☐ International organisation

Size of company

☐ 1 person☐ 2 to 10 persons☐ 11 to 50 persons☐ 51 to 100 persons☐ 101 to 500 persons☐ 501 to 1000 persons☐ over 1,000 persons

Registration

I would like to register for:

☐ CAS in Modern Management for Non Profit Organizations 2017 (the 6 modules are obligatory) and I agree to pay the tuition fee of CHF 6'900.- as soon as I receive a confirmation of admission.

I would like to register for the following module/s:

☐ Module 1☐ Module 2☐ Module 3☐ Module 4☐ Module 5☐ Module 6☐ Optional module

and I agree to pay the tuition fee of CHF 1'500.- per module and CHF 400.- for the Optional module as soon as I receive a confirmation of admission.

CANCELLATION CONDITIONS

Any withdrawal before the start of the course will incur an administration fee of CHF 400.-. Once the course has started, the full amount is due.

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Incomplete applications will not be considered.

By signing and dating this form, the applicant certifies that the information supplied is correct and complete.

Date:Signature: