

# Continuing Education

## General terms and conditions

### General

The courses take place face-to-face and are held on HEAD – Genève's campus or on the sites of its partner institutions.

Information relating to the time and place of the various courses is available on the dedicated web page of each module. An e-mail with all the details will be sent to participants before the course.

### Number of participants

Applications will be selected in order of arrival and up to a maximum defined for each module. Only complete and duly validated registration files, with the requested attachments, will be taken into account.

HEAD – Genève reserves the right not to open a course if the number of registered people is insufficient.

### Admission requirements and prerequisites

Please refer to each course.

Some Continuing Education modules require the submission of a project for participation in the module.

### Registration procedures

Registration is done online using the following form:

[https://age.hes-so.ch/imoniteur\\_AGEP/!formInscrs.connection?ww\\_c\\_form=HEAD\\_FC](https://age.hes-so.ch/imoniteur_AGEP/!formInscrs.connection?ww_c_form=HEAD_FC).

Applications for which the "validation" button has not been activated will not be processed.

By submitting the online application form, the applicant agrees that the data entered in the form will be communicated in compliance with the Federal Data Protection Act.

Applicants registering in July and August may experience a delay in the confirmation of their registration due to the summer break.

### Lunch

Lunch is not organised by HEAD – Genève and is at the expense of the participants.

### Fees

Fees for our continuing education courses may vary from module to module. Please refer to the fees communicated on the page dedicated to each module on the HEAD - Geneva website. A preferential rate, varying according to module, is granted to alumni of HEAD - Geneva.

Programs and costs are subject to change. No registration fee is required.

### Billing

A payment slip is attached to the registration confirmation e-mail.

Course fees must be paid within 30 days of receipt of the payment slip, but in any case 30 days before the start of the course.

A reminder will be sent a few days before the start of the course if the invoice has not been paid. Proof of payment may be requested on the first day of the course if the HEAD - Geneva finance department has not been able to confirm receipt of payment. Exclusion from the course may be considered if no proof of payment is provided.

Participants are personally responsible for payment of their course fees by the due date, regardless of whether or not they receive subsidies from their employer.

## Cancellation policy

HEAD – Genève confirms the start of the session as soon as a sufficient number of participants have registered, or no later than 30 days before the start of the course.

HEAD – Genève reserves the right to modify the format of a course, to postpone or cancel a course if the minimum number of participants is not reached, and to take any other measure deemed appropriate to ensure the smooth running of the courses. If the course does not take place, the amount paid will be reimbursed to the participants or to the institution subsidizing them.

Requests for cancellation or postponement must be made by the participant in writing at least 30 days before the start of the course, to the attention of the Continuing Education Office at HEAD - Geneva, at the following address:

Gilles Forster, Head of Continuing Education  
HEAD – Genève  
Avenue de Châtelaine 5, CH-1203 Genève  
fc.head@hesge.ch

## Reimbursement terms

The course fee is reimbursed under the following conditions if the registration request is sent in writing:

- In full: up to 30 days before the start of the course
- 50%: between 30 days and the start of the course
- No reimbursement for cancellations during the course

If no payment has been made at the time of withdrawal, the amounts due will be invoiced according to the same rules.

## Validation of the course

Participants who have completed the entire course and fulfilled the requirements as specified in the module description will receive a Certificate of Continuing Education and will be awarded by the announced ECTS credits.