

# 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.

### Number of participants

Applications will be selected in order of arrival and up to a maximum of 18 persons can be registered 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

The Continuing Education fee is CHF 1,200 per module.

A preferential rate of CHF 900 per module is granted to HEAD – Genève alumni.

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

## Billing

HEAD – Genève will confirm the launch of the session as soon as the number of participants registered is sufficient, or at the latest 6 weeks before the start of the course. A QR code for payment of the course will be sent as an attachment to the course confirmation letter.

The course fee must be paid within 30 days of receiving the QR code and no later than 6 weeks 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 collection has not been established by HEAD – Genève's Finance Department. Exclusion from the course may be considered if no proof of payment is provided.

Participants are personally responsible for the payment of their courses, within the time limits indicated, regardless of whether or not they receive subsidies from their employer.

## Cancellation policy

HEAD – Genève reserves the right to modify the format of a course, to postpone or cancel a course which does not have the minimum number of participants required, and to take any other measure deemed appropriate to ensure the smooth running of the course. If the course does not take place, the amount paid shall be reimbursed to the participants or to the institution subsidising them.

Requests for cancellation or postponement must be made by the participant by registered letter for the attention of the person responsible for the Continuing Education programme at HEAD – Genève, at the following address:

AURELIE ELISA GFELLER  
Head of Education Coordination  
HEAD – Genève  
Avenue de Châtelaine 5  
CH-1203 Geneva  
fc.head@hesge.ch

## Terms of repayment

The training fee will be reimbursed under the following conditions if the request for reimbursement is sent by registered letter:

- In full: up to 30 days before the start of the course.
- 50% of the amount: between 30 days before and the start of the course.
- No refund for any withdrawal during the course.

If no payment has been made at the time of withdrawal, the amounts due shall be charged according to the same terms and conditions.

## 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 2 ECTS credits.