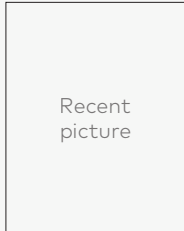




# Application form EXECUTIVE MBA

Training Organization n° 41 54 0113154

This application form and the required annexes are to be sent to the Executive MBA Office:  
ICN Business School | 3, place Edouard Branly | F-57070 METZ Technopôle  
Or by e-mail to [emba@icn-artem.com](mailto:emba@icn-artem.com)



Last Name .....  
First Name .....  
Address .....  
Postal Code ..... City ..... Country .....  
E-mail Address .....  
Phone Number ..... Mobile .....  
Date of birth ..... Place of birth ..... Nationality(ies) .....  
INE number\* (or BEA) \_\_\_\_\_

**\*For French students only:** It is the number on your student card for those who have already studied in a French University or it is the number which can be found on the transcript of your baccalaureate degree since 1995. If you graduated before 1995, you do not have any INE Number.

## WORK EXPERIENCE

Dates	Title	Company Name
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## EDUCATION

Dates	Degree Obtained	Academic Institution
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## APPLICANT'S CURRENT STATUS

Title .....

Company Name .....

Sector ..... Number of employees .....

Address .....

Postal Code ..... City ..... Country .....

## MEANS OF FINANCING TRAINING

Training plan - entreprise

**Name of Contact** .....

Title .....

Address .....

Postal Code ..... City .....

Phone number ..... E-mail Address .....

Individual financing

## RECOMMENDATION

**Name of Contact** .....

Title .....

Company .....

Phone number ..... E-mail Address .....

## DOCUMENTS TO INCLUDE IN YOUR APPLICATION FILE

- This application form
- Two passport photos
- A detailed Resume/CV in English
- Photocopy of your highest level degree
- Proof of employment (certificate from employer or work contract)



**Pre-registration will be validated only after receipt of the above required documents, and a check for the amount of €100**

Upon receipt of your file and after validating the eligibility of your application, we will contact you to schedule a date for your selection interview and on-line tests in Metz.



**THIS APPLICATION FILE WITH THE REQUIRED DOCUMENTS MUST BE RETURNED TO THE FOLLOWING ADDRESS**

**ICN Business School**  
Executive MBA Office  
3, place Edouard Branly | F-57070 METZ Technopôle  
Tél : 03 87 56 37 36 | E-mail : emba@icn-artem.com  
Website: www.icn-artem.com

**INFORMATION SOURCES**

**How did you hear about the Executive MBA Program of ICN Business School ?**

- ICN Business School web site
- Other Web Site. Which one? .....
- Newspaper. Which one? .....
- At a training/education fair. Which one? .....
- Through your network
  - Human Resources Director     Colleague     Friend     Alumni EMBA
  - Other. Please explain: .....
  - Other media. Please precise: .....

**DATE:**

**APPLICANT'S SIGNATURE:**

Data collected under this folder are intended solely for the ICN Business School's Service Formation Continue in order to enable the processing of applications for the training program. These data will be kept for no more than 2 years after the last contact with the candidate and will be the subject of any assignment with to third parties. The applicant acknowledges that anonymized statistical treatments can be made from the applications received, in this part of the work of academic research. The applicant is informed that he can at any time exercise his right of access to information about the service:  
**executive@icn-artem.com**

- I authorize ICN Business School to collect and process my application data through this folder within the above article and in accordance with the Data Protection Act
- I have read the conditions of exercise of my right to access, rectification and opposition to the use of my data application

# GENERAL TERMS of SALE

## OBJECTIVE

All orders for training courses assume that the client accepts without reservation and in their totality the general terms of sale below.  
The client also acknowledges that before placing any order for training, he has received information and advice from ICN Business School, and confirms that the proposed training products and/or services are an appropriate response to his needs.

## REGISTRATION

- Registrations are recorded as and when they are received.  
- Registration of participants received after the maximum number of students on a course has been reached, will be put on a waiting list. If necessary, such applicants may be offered a place on a subsequent training session.

## PRICE

- As the Continuing Education activities of ICN Business School are not liable for VAT, all our prices are free of VAT. They are all-inclusive prices.  
- Unless otherwise stipulated in the training agreements, prices do not include costs of meals or accommodation.  
- Any course started is payable on a pro rata basis, according to the terms and conditions set out in detail in the paragraph 'Cancellation and Postponement' below.

## NOTICE TO ATTEND

- Ten days before the training program begins, the client will receive a notice to attend. This should be communicated to the participants. The notice will include: title of the course, date(s) and times of the training sessions, venue, and name of the course leader.

## TERMS OF PAYMENT

- Payment is due on receipt of the invoice without discount, according to the terms and conditions stipulated in the training agreements.  
- In the event of non-payment of the invoice in full, and if any subsequent notice to pay remains unanswered for 5 working days, ICN Business School reserves the right to suspend the students' access to all current and/or future training courses.  
- When payment for the course is to be made by an OPCA (accredited collecting agency), pursuant to the French Labour Code, the company guarantees the participant's attendance at the course and payment of any fees due. The company must therefore make a request for any financial support before the start of the course and state this specifically on the registration form or the order form. The company must also satisfy itself that the appointed collecting agency has indeed agreed to make full payment. Consequently, companies must, when registering their employee(s), clearly indicate if the invoice should be issued in the name of a collecting agency (name and address). If the OPCA pays for only part of the cost of the course, the remainder will be charged to the client.  
If ICN Business School has not received the OPCA's agreement to cover the fees due by the first day of the course, the client will be charged for the full cost of the course. In the event of non-payment, for whatever reason, by the OPCA, the client will be responsible for payment of the full cost of the course and will be charged the corresponding amount.  
- Invoices must be paid:  
• by bank cheque made out to:  
ICN Business School - Service Formation Continue  
• or by bank transfer to our bank account:  
CIC EST - CAE NANCY (bank code: 30087)  
Branch code: 33680  
Account number: 00013437201 - Key code: 60  
IBAN: FR76 3008 7336 8000 0134 3720 160  
BIC: CMCIFRPP

## CANCELLATION AND POSTPONEMENT

- Any decision to cancel or postpone the course must be given in writing.  
IN THE EVENT THAT THE STUDENT LEAVES THE COURSE FOR ANY REASON OTHER THAN DULY RECOGNIZED FORCE MAJEURE, THIS AGREEMENT WILL BE TERMINATED AND THE FOLLOWING FINANCIAL TERMS AND CONDITIONS WILL APPLY:  
• The Executive MBA Degree course:  
For any cancellation less than 30 working days before the beginning of the course, the deposit indicated on the registration form and paid on registration, will be retained by ICN Business School.  
• RNCP certification courses:  
For any cancellation less than 10 working days before the beginning of the course, the deposit of 30% of the cost of the course will be retained by ICN Business School.  
• Inter-company courses (courses listed in the ICN Business School's catalogue, and open to learners from different companies and organisations) and In-company courses (courses designed by ICN Business School specifically for one particular client):  
For any cancellation less than 10 working days before the beginning of the course, 30% of the cost of the course remains payable.  
General rule applying to all training courses:  
In addition to any sums paid in cases of cancellation (as indicated above), for any courses started by the learner(s) but not completed:  
- the amount payable will be calculated on a pro rata basis (in the case of a continuing education training contract),  
- the full course cost remains payable (in the case of a continuing education training agreement).  
If the student is prevented from attending the course as a result of a force majeure (duly recognized by the French courts and tribunals), and whatever the type of course, the professional training agreement will be terminated. In this case only the classes actually followed by the student will be payable on a pro rata basis of their cost, as stipulated in the contract.  
- ICN Business School reserves the right to cancel or postpone the training course, if the number of student participants is insufficient. In this case, the student or the company may be offered a postponement to the next planned session of the training course.

## REPLACING A STUDENT PARTICIPANT

ICN Business School gives the client the option, at no extra cost, of replacing the student who has been prevented from attending the course, with another student who has the same profile and the same training needs. Any such request to replace a student must be made in writing and receive prior approval from ICN Business School.

## LEGAL DOCUMENTS

- At the time of registering, a professional training agreement, drafted in accordance with legislation in force, will be sent in 3 copies to the company, which must return 2 of them duly signed and stamped to ICN Business School.  
- At the end of the course, ICN Business School will give each participant a certificate of attendance on the course.  
- An invoice will be issued in 3 copies. The schedule of payments complies with the provisions set out in the training agreements.

## INTELLECTUAL PROPERTY RIGHTS

- All teaching materials, syllabuses, class notes and other work and documents distributed to students during their training remain the exclusive intellectual property of ICN Business School.  
- The use and reproduction of all teaching materials, their translation into all other languages, the sale and utilisation by all means of communication of all or part of the teaching aids, syllabuses, lecture notes and other work and documents are strictly forbidden unless ICN Business School has given prior authorization.  
- Both client companies and student participants will be held responsible for any infringement of the above-mentioned regulations.

## COMMUNICATION

The client company or organisation authorizes ICN Business School to make use of the client's name and logo, as part of any communication action, in all its commercial documentation and in particular on its internet site.

## DATA PROTECTION

- Personal information provided by the client to ICN Business School, as a condition of the training order, may be disclosed to ICN's contractual partners for the purposes of carrying out the training order.  
- In accordance with French legislation in force and relating to such files, the client may write to ICN Business School to object to the communication of such information. It may also exercise its right to access and correct any information held in the ICN Business School's files.

## LITIGATION

- This contract is governed by French legislation.  
- Any dispute or litigation arising out of or in connection with sales of training products and services, even in the case of multiple defendants, must be submitted to the Nancy Commercial Tribunal, which has sole jurisdiction.

## ADDRESS FOR CONTACT

- ICN Business School has elected as its address for contact and correspondence its Head Office at 86, rue du Sergent Blandan, F-54003 NANCY Cedex.  
- ICN Business School is a Private Institute of Higher Education approved by the French State in a decision dated 23 April 2003, and affiliated to the University of Lorraine by decree no. 2016-474 of 15 April 2016 concerning the affiliation of private institutions.  
- ICN Business School is an approved training organisation with the registration number 41 54 0113154.