

# APPLICATION FOR ADMISSION

## EXECUTIVE MASTER IN FINANCE

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### Selection procedure

The Admissions Committee will make a first judgement based on the dossier submitted by the applicant. In case of uncertainty, candidates could be asked to meet the academic director for an interview.

### Admission requirements

- University degree
- Minimum 3 year-professional experience
- English proficiency
- In particular, at least one these two conditions has to be fulfilled:
  - University degree with a major in Finance or in Economics
  - Professional experience in a field related to Finance

### Instructions

Your dossier should contain the following items:

1. a completed application form (including the *Terms and Conditions* duly signed),
2. an up-dated curriculum vitae,
3. copies of your diploma's and justification documents of your current professional status (if one),
4. two passport size photos
5. a copy of your identity card

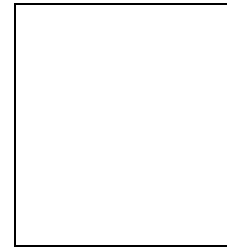
We will not return any enclosures.

### Deadline

Admissions decisions will be made on a rolling basis. The final deadline for submitting the applications is October 2011. Please send the relevant material to:

### **Solvay Brussels School of Economics and Management**

To Mrs Anna Calgaro  
Av. F.D. Roosevelt, 42  
1050 Brussels  
anna.calgaro@solvay.edu



PASSPORT PHOTO HERE

## 1. Biographical data

Mr.       Mrs.       Miss

Family Name .....

Forenames .....

Date of Birth (Day/Month/Year)    ..... / ..... / .....

Place and country of birth .....

Citizenship .....

Present address .....

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Fax.....      Tel.....      Private e-mail .....

Company .....

Position .....

Business address .....

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Fax .....      Tel .....      Prof. e-mail .....

Mother language .....

English: **A** (Fluent), **B** (Good working knowledge), **C** (Simply ability), **D** (Some understanding)

Read

Written

Spoken

## 2. Academic achievement

Please list your degrees, starting with the most recent

First Degree	Main Subject	Institution	Dates

## 3. Business Experience

Please list your business experience, starting with the most recent

Position or mission	Company	Dates

**How many years have you been working in total?**

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**Current occupation**, please give a brief description of your current mission in your company

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## 4. Motivation

In your opinion, what will be the added value of this program to your career?

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What would be your added value to the program?

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## 5. Areas of interest

What are the three main issues you would like to see highlighted in the program?

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## 6. Personal interests

Please describe briefly your extra-professional interests:

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## 7. How did you first hear about the Executive Master in Finance?

Former or current participant       Friend       Colleague        
Professor       Mailing (by post)

E-mailing

Google/ search engine

Web-site (*please specify*):

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Press (*please specify*):

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Event /Fair/ Forum (*please specify*):

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Other (*Twitter, Facebook, ...*):

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## Billing Data

**Program Fee: 9.750 €**

**Including course material, lunches, coffee breaks and refreshments**

**Not including travel, hotel, dinners**

!! Special discounts are reserved to specific groups. If you belong to one of these, please select it here:

- 15 % for contributing SBS-EM Alumni
- 25 % for members of NGO's
- 25 % for members of SBS-EM and ULB staff
- 10 %, -15 %, -20 %, -25 % for the 2nd, 3rd, 4th and 5th registration of participants coming from a same company, in the same year

Upon approval of your application by the Admission Board, you will be asked to settle your payment (wholly or partially) before the beginning of the master.

The tuition fees will be invoiced as follows:

- **1000 €**(non refundable) to be paid in advance in order to reserve the seat
- The remaining part will be invoiced before the beginning of the programme, upon agreement on the payment plan

If you intend to pay via personal funds, do you want the invoice to be sent:

- to your personal home address
- to your attention, to your business address

If the invoice has to be addressed to your company, please fill in the blanks here below:

Name of the person to whom the invoice should be sent .....

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Position and department.....

VAT Number (if applicable).....

Purchase order or any other identification number.....

Address (if different from your business address) .....

Zip code ..... City .....

Tel ..... E-mail .....

## *Terms and conditions*

- Students are expected to attend all scheduled classes and participate fully in group work where required.
- The School reserves the right in its absolute discretion to terminate studies before the end of the programme or to exclude from the exams, if a student:
  - a) Fails to comply with these Terms and Conditions or with other rules and regulations of the Solvay Brussels School of Economics and Management
  - b) Does not attend at least 4/6 of the programme and 3/4 of each module;
  - c) Fails to comply with the grading rules of the programme;
  - d) Or behaves in a manner which is prejudicial to the interests of the School.
- In such circumstances, the student will be liable for the full fees for that academic year (9.750 €).
- If fee payments are not received by the dates required and no prior arrangements have been made, the student will be immediately de-registered.
- A student who withdraws from the master after the beginning of the courses is liable for the full fees.
- Cancellations must be received in writing. Based on the date of the notification, the following penalties will be applied:
  - Before the start: pre-payment (1000 €) will not be reimbursed. If the registration is postponed to the following year, such amount will be reported.
  - After the start of the programme: full registration fees are due ( with possibility to take the programme one year later)

I, the undersigned ....., have read and fully understood the above terms and conditions and agree to comply with them.

**Date:**

**Signature**