

APPLICATION FOR ADMISSION

IT GOVERNANCE EDUCATION – 2011/2012

Selection procedure

The Admissions Committee will make a first judgment based on the dossier submitted by the applicant. Candidates could be asked to meet the academic manager and/or the academic director for an interview.

Admission requirements

- University degree and/or
- Proof of professional experience in IT
- English proficiency

Instructions

Your file should contain the following items:

1. a completed application form (including the *Terms and Conditions* duly signed),
2. an up-dated curriculum vitae,
3. two passport size photos,
4. a copy of ID card or your passport

We will not return any enclosures.

Deadline

Admissions decisions will be made on a rolling basis. The final deadline for submitting the applications is on October 11, 2011. Please send the completed file to:

Solvay Brussels School of Economics and Management

To Mrs H el ene Lambillon

Av. F.D. Roosevelt, 42

1050 Brussels

it@solvay.edu

Fax: 0032 2 650 41 99

2. ACADEMIC ACHIEVEMENT

Please list all your academic qualifications, starting with most recent

First Degree	Main Subject	Institution	Grade of award	Dates

3. EMPLOYMENT EXPERIENCE

Please list all your employment experience, starting with most recent

Type of Work	Employer	Position	Dates

Please give a brief description of your current job

.....

Number of years of work experience:

Please summary your expertise

.....

4. PROFESSIONAL CERTIFICATION

Please Give A List Of The Certifications You Already Have (CISA, CISSP, ...)

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5. MOTIVATION

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

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What are your expectations in subscribing to this IT programme.

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6. PERSONAL PROFILE

Please Describe Your Extra-Curricular And/Or Extra-Professional Activities In Order Of Importance To You

Sport:

Other:

7. COMMUNICATION

How did you first hear about IT Management Education?

- Friend Colleague
- Mailing E-mailing Google
- Professor (please specify).....
- Press (please specify)
- Web site (please specify).....

Invoicing Data

Programme Fee: 6000€

Master Fee: 11000€

Module Fee: 2000€/module (Only for Solvay Alumni)

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

Not including travel, hotel, dinners

Financial Benefits*:

- 15 % for contributing SBS-EM Alumni. You are alumni of the programme:..... (year.....)
- 25 % for members of NGO's
- 10 %, 15 %, 20 %, 25 % for the 2nd, 3rd, 4th and 5th registration of participants coming from a same company, in the same year
- 10% for Early Bird registration (All registration before July 22nd 2011)

*Offer may not be combined with any other offers or promotions.

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 € 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

Do you intend to pay the tuition fee:

- by personal funds (part 1 needs to be completed)
- by your company (part 2 needs to be completed)

PART 1: 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

PLEASE MENTION HEREAFTER THE NAME AND ADDRESS OF THE PERSON TO WHOM THE INVOICE SHOULD BE SENT:

First name & Last name

Company

Address

Zip code City

Tel. E-mail

PART 2: If the Master/Programme will be **financed by your company**. Please complete the following information,

PLEASE MENTION HEREAFTER THE NAME AND ADDRESS OF THE COMPANY TO WHOM THE INVOICE SHOULD BE SENT:

First name & Last name

Position

Company

Address

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

Tel. E-mail

VAT

PLEASE MENTION HEREAFTER THE NAME AND ADDRESS OF THE HUMAN RESOURCES DIRECTOR OF YOUR COMPANY:

First name & Last name

Position

Company

Address

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

Tel. E-mail

EMPLOYER'S APPROVAL:

First name & Last name

Position

Company

Address

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

Tel. E-mail

Date

Signature

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:
 - Fails to comply with these terms and conditions or with other rules and regulations of the Solvay Brussels School of Economics and Management
 - Does not attend at least 70% of the programme;
 - Fails to comply with the grading rules of the programme;
 - 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.

- If fee payments are not received by the dates required and no prior arrangements have been made, the student will be immediately de-registered.
- Cancellations must be received in writing. Based on the date of the notification, the following penalties will be applied:
 - Less than 30 days before the start of the training: an administrative fee of 1000 € will be charged (deductible in case of enrolment the following year)
 - After the start of the programme: full registration fees are due (with possibility to take the program one year later)

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

Date:

Signature