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| Infini + lettresSFE – v.EN-2 | SFE reimbursement request  for the purchase of a  Digital pack  (Members only) |  |
| |  |  | | --- | --- | | MEMBER WISHING TO MAKE THE REQUEST | | | *The following fields marked with \* must be completed.* | | | Name and last name\*:  *Click here to write text* | Civility\* : *Mademoiselle* | |  | | | Email\*: *Click here to enter your email address* | | | *Please specify a valid email address where we can contact you.* | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | DG/Agency/Other\*: *Specify your DG/Agency/Other* | | | | | | | | | |  | |  | | | | | | | | MERCHAND IDENTIFICATION | | | | | BILLING | | | | |  |  | | | | | | | | |  | ORSEU Concours  3 rue Bayard  59000 Lille  France  [orseu-concours.com](https://www.orseu-concours.com/fr/) | | | |  | | | | | Order number\*:  *Click here to write text* | | | | |  | | | | | Invoice number\*:  *Click here to write text* | | | | |  | | | | | Date of invoice\*:  *Date (dd/mm/yy)* | | | | |  | | | | |  | |  | | | | | | | | DESCRIPTION OF THE PACK PURCHASED | | | | | | | | | |  | |  | | | | | | | | *Digital pack / Online courses\** | | | | | | *Language\** | | *Price incl. VAT\** | | Choose an option | | | | | | Choose a language | | 0,00€ | |  | | | | | | | | | | Date de réponse SFE : | | | | Amount reimbursed (reserved for SFE): | | | | 0,00€ | | SFE response date: | | | | dd/mm/yyyy | |  | | |  | | | |  | | |  | | | *Signature\* :*  Date (dd/mm/yy)*\** | | | | Your name and last name | | |  | | | | | | | | | | TERMS AND CONDITIONS OF COVER | | | | | | | | | |  | | | | | | | | | | * *You certify that your membership of the SFE union is up to date.* * *The SFE union will pay 50% of the total cost of your purchase (including VAT and discounts) once a year for a digital pack (1 item) listed in the table above. In the event of multiple purchases of items eligible for the discount, only the lowest price will be taken into account.* * *In addition to this request, you undertake to provide the electronic invoice (PDF) for your purchase by email (see page 2).*   *If the SFE agrees to reimburse you, it will ask you to provide your IBAN / bank details for the reimbursement.* | | | | | | | | | | **By submitting this form, you agree to the information entered being processed by the SFE union. The data will not be used of commercial purposes or transferred to another entity. You may consult, modify or delete this data by sending a written request to the following email address** [osp-sfe@ec.europa.eu](mailto:osp-sfe@ec.europa.eu)**.**  **Any application that is incomplete or does not comply with these terms and conditions of eligibility will be rejected.** | | | | | | | | | | | | | |

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| |  | | --- | | Few tips for completing your request for reimbursement |   Fields marked with an asterisk \* are mandatory.  Mandatory fields are: First and last name, Institution, DG/Agency/Other, Billing, ‘Description of the pack purchased’ section, date and signature.  Terms and conditions of cover  To benefit from this partial refund offer, the SFE\* member is invited to create an account on the merchant's website to purchase the digital pack listed in this form or listed on our site.  By submitting this request, the SFE member unreservedly accepts the conditions for reimbursement listed in the dedicated section, namely:   * This offer is reserved for all members of the SFE union who have paid their dues or have successfully completed their membership. It is not available to non-members or persons not working within the European Institutions. * The offer to pay 50% of the cost of a digital pack (1 item) is available once per year, per member, based on the references listed in the ‘Digital pack / online courses’ section. In the event of multiple purchases of references eligible for reimbursement, only the lowest price will be taken into account. * The member undertakes to provide the SFE union with the following supporting documents: an invoice from the merchant site. If the SFE syndicate agrees to cover the cost, the member will be asked to provide his/her personal IBAN (or bank details) in order to compile his/her reimbursement file.   Warning: the terms of purchase and conditions of use of the products supplied are under the supervision of the merchant sites. The SFE union declines all responsibility in the event of a dispute concerning the purchase, availability or duration of use of the products offered. SFE members who encounter difficulties should contact the merchant site's customer service department.  References supported by SFE   * Only the references present on the sites mentioned in the table will be handled by the SFE union. * Members can choose 1 digital pack (i.e. 1 article) on the theme available in the ‘Digital Pack / Online Courses’ box, on the merchant site offering the offer, in the language of their choice. * The price includes VAT, which may vary depending on the member's country of residence, as well as any applicable discounts.   Finally, the member dates the form and signs it with their first and last name.  All supporting documents should be sent to the following email address: [rep-pers-osp-sfe-formations@ec.europa.eu](mailto:rep-pers-osp-sfe-formations@ec.europa.euO) or [cyril.jouan@sfe-union.eu](mailto:cyril.jouan@sfe-union.eu) .  The SFE union will examine the case as soon as possible. It will promptly inform the member of its decision to cover part of the cost, and will reimburse the amount to the bank account provided by the member. The SFE declines all responsibility in the event of a clerical error on your part concerning the bank account number (IBAN).  Any application that is incomplete or does not comply with these terms and conditions will be rejected.  \**Articles 5.1.3-1, 5.1.6, 5.1.9, 5.1.13 of the* [*SFE*](https://www.conf-sfe.org/statut-sfe-fr) *Statute.* |