REGISTRATION PROCEDURES

INDIVIDUAL PARTICIPATION

There are two registration options:

• On-line: You can enroll by clicking the “Buy online” tab at the top of the course description page. You will be asked to login to proceed. You need a valid credit card (MasterCard or Visa) to be able to register this way. Please note that the on-line registration system cannot estimate any installments. An automatic confirmation will be sent if the transaction is successful. Your receipt will be given to you on the first day of the program.

• On-site: You can register at the Registrar’s Office, Monday through Friday, 9:00-20:00, by providing a complete registration form and paying in one of the following ways: a) cash: you must pay at least € 250. You need to pay the remainder by February 22, 2012; b) credit card: the full fee will be charged to your credit card and interest free installments will be arranged if your credit card is eligible. Tuition fees are not subject to VAT.

PARTICIPATION THROUGH YOUR EMPLOYER

There are two registration options:

• On-line: You can register your employees by clicking the “Buy online” tab at the top of the course description page. You will be asked to login to proceed. Please type the employees’ details as well as the invoice details, exactly as they should appear on the invoice. You will need a valid credit card (MasterCard or Visa) to be able to pay the tuition fees. An automatic confirmation will be sent if the transaction is successful. Please note that the on-line registration system cannot estimate any discounts, so if you wish to register 3 or more employees in the program, and thus be entitled to the 10% discount, you are strongly encouraged to use the off-line registration option.

• Off-line: to enroll your company’s employees you need to fax us a complete registration form. Please type the invoice details in Greek, exactly as they should appear on the invoice. The full program fee must be deposited in one of the HAU bank accounts that are listed on the registration form. A copy of the bank slip should accompany your registration form if you choose this payment method. Tuition fees are not subject to VAT. The Hellenic American Union will not accept any registration form that is not signed by the employer or the person responsible for training. Employers who enroll 3 or more employees in the program gain a 10% total discount. If you wish to take advantage of the LAEK subsidy please check the relevant box and we will email you the necessary information.

REGISTRATION FORM

Fax number: 210 3633174

I WISH TO ENROLL FOR THE FOLLOWING CLASS:

English for Finance and Banking

□ 23/1/2012 – 12/3/2012, Monday & Wednesday, 18:00-21:00

PARTICIPANT’S DETAILS

Last Name
First Name
Position / Status
Company
Home Address
Postal Code
Mobile Phone
E-mail Address

INVOICE DETAILS

Company Name
Type of Business
Company Address
Postal Code / City
Phone / Fax
Tax Number / Tax Office
LAEK Subsidy □ YES □ NO

THE HELLENIC AMERICAN UNION BANK ACCOUNTS

Emporiki 20.501.740 (IBAN GR65 0120 0000 0002 0501 740)
Eurobank 0026-0012370100176525 (IBAN GR26 0260 0120 0003 7010 01 76 525)

CANCELLATION POLICY

Participants’ cancellations must be made in writing at least 15 working days before the start of the program to be eligible for refund. Thereafter no refunds will be given.

The Hellenic American Union reserves the right to change or cancel any of its published programs due to unforeseen circumstances. A full refund is given to people who have registered.

I / we understand and accept the registration and cancellation policies

Name / Signature
Date

Massalias 22, 106 80 Athens, T.: 210 36 80 900, F.: 210 3633174

e-mail: hau@hau.gr, http://www.hau.gr/
This interactive 39-hour program is addressed to people whose day-to-day activities require a solid background and efficient use of financial terms in English. It focuses on communication and provides a dynamic introduction to specialized English, successfully combining the understanding of financial and banking concepts and processes with the use of such terminology in realistic business contexts.

Taught in small groups, the program requires that the participant already has an intermediate command of the English language (Lower level). All activities are performed in class, making the program appropriate for busy professionals.

Teaching activities include reviewing texts; flowcharts; diagrams; vocabulary exercises; speaking/listening exercises; role playing; case studies, etc.

By the end of this program, participants will be able to:
- Use essential banking vocabulary with accuracy, fluency, and confidence
- Use this vocabulary to offer viewpoints, give opinions, and make comparisons of financial accounts

Topics Covered:

**Commercial Banking Operations**
- Discuss roles, structures, operations, services, competition, marketing, risk management, loans, mortgages, consumer credit, electronic banking
- Obtain an overall picture of modern banking operations

**Essentials of Company Finance**
- Become aware of the terminology related to financing decisions, budgeting, and break-even analysis
- Discuss sources and uses of capital and planning for profits and financial objectives of the corporation

**Financial Statements**
- Read and discuss financial statements—their structure and purpose
- Present and interpret financial ratios and cash flows
- Obtain the relative background to effectively take part in discussions regarding the financial performance of the corporation
- Get the language skills to communicate with analysts, investors, lenders, and the financial press in their jargon

**Financial Planning and Decisions**
- Become familiar with how to read and be able to describe information from both financial statements and stock market indicators, related to the financial decision making process
- Get confidence to participate in discussions related to practicalities of raising capital

**Working Capital Management**
- Learn the terminology necessary to refer to daily management of inventory, cash and credit of a modern corporation

**Small Business Finance**
- Build confidence to discuss with capital providers or receivers in English
- Address differences in terminology related to small business financing process

**Capital Markets and Investment**
- Terminology related to operations in the stock exchange, bonds, and derivatives market
- Read investor information in the financial press and be professional, efficient, and crystal clear in relevant meetings

Useful Information:

Timetable:
23/1/2012 – 12/3/2012, Monday & Wednesday, 18:00-21:00

Program Cost: € 580. Information on the registration procedures is provided on the next page. If you need more information you can call 2103680006 or send an email to training@hau.gr
This interactive 39-hour program is addressed to people whose day-to-day activities require a solid background and efficient use of financial terms in English. It focuses on communication and provides a dynamic introduction to specialized English, successfully combining the understanding of financial and banking concepts and processes with the use of such terminology in realistic business contexts.

Taught in small groups, the program requires that the participant already has an intermediate command of the English language (Lower level). All activities are performed in class, making the program appropriate for busy professionals.

Teaching activities include reviewing texts; flowcharts; diagrams; vocabulary exercises; speaking/listening exercises; role playing; case studies, etc.

By the end of this program, participants will be able to:
• Use essential banking vocabulary with accuracy, fluency, and confidence
• Use this vocabulary to offer viewpoints, give opinions, and make comparisons of financial accounts

Program cost: € 580. Information on the registration procedures is provided on the next page.

If you need more information you can call 2103680006 or send an email to training@hau.gr
REGISTRATION PROCEDURES

INDIVIDUAL PARTICIPATION

There are two registration options:

• On-line: You can enroll by clicking the “Buy online” tab at the top of the course description page. You will be asked to login to proceed. You need a valid credit card (MasterCard or Visa) to be able to register this way. Please note that the on-line registration system cannot estimate any installments. An automatic confirmation will be sent if the transaction is successful. Your receipt will be given to you on the first day of the program.

• On-site: You can register at the Registrar’s Office, Monday through Friday, 9:00-20:00, by providing a complete registration form and paying in one of the following ways: a) cash: you must pay at least € 250. You need to pay the remainder by February 22, 2012, b) credit card: the full fee will be charged to your credit card and interest free installments will be arranged if your credit card is eligible. Tuition fees are not subject to VAT.

PARTICIPATION THROUGH YOUR EMPLOYER

There are two registration options:

• On-line: You can register your employees by clicking the “Buy online” tab at the top of the course description page. You will be asked to login to proceed. Please type the employees’ details as well as the invoice details, exactly as they should appear on the invoice. You will need a valid credit card (MasterCard or Visa) to be able to pay the tuition fees. An automatic confirmation will be sent if the transaction is successful. Please note that the on-line registration system cannot estimate any discounts, so if you wish to register 3 or more employees in the program, and thus be entitled to the 10% discount, you are strongly encouraged to use the off-line registration option.

• Off-line: to enroll your company’s employees you need to fax us a complete registration form. Please type the invoice details in Greek, exactly as they should appear on the invoice. The full program fee must be deposited in one of the HAU bank accounts that are listed on the registration form. A copy of the bank slip should accompany your registration form if you choose this payment method. Tuition fees are not subject to VAT. The Hellenic American Union will not accept any registration form that is not signed by the employer or the person responsible for training. Employers who enroll 3 or more employees in the program gain a 10% total discount. If you wish to take advantage of the LAEK subsidy please check the relevant box and we will email you the necessary information.

I wish to enroll for the following class:

English for Finance and Banking

☐ 23/1/2012 - 12/3/2012, Monday & Wednesday, 18:00-21:00

PARTICIPANT’S DETAILS

Last Name
First Name
Position / Status
Company
Home Address
Postal Code
Mobile Phone
E-mail Address

INVOICE DETAILS

Company Name
Type of Business
Company Address
Postal Code / City
Phone / Fax
Tax Number
Tax Office
LAEK Subsidy ☐ YES ☐ NO

THE HELLENIC AMERICAN UNION BANK ACCOUNTS

Emporiki 20.501.740 (IBAN GR65 0120 0050 0000 0002 0501 740)
Eurobank 0026-0012370100176525 (IBAN GR26 0260 0120 0003 7010 01 76 525)

CANCELLATION POLICY

Participants’ cancellations must be made in writing at least 15 working days before the start of the program to be eligible for refund. Thereafter no refunds will be given.

The Hellenic American Union reserves the right to change or cancel any of its published programs due to unforeseen circumstances. A full refund is given to people who have registered.

I / we understand and accept the registration and cancellation policies

Name / Signature …………………………….. Date ……………………………………….

Massalias 22, 106 80 Athens, T.: 210 36 80 900, F.: 210 3633174
e-mail: hau@hau.gr, http://www.hau.gr/