

# CHECK-OUT FORMALITIES

## IENAC, MASTERS and ADVANCED MASTERS

(End of scholarship)

Name and First Name:

Master's Name:

*Forwarding Address (Caution! This address will be used to send diplomas):*

N° Street:

Building:

Apartment:

Zip Code:

City:

Country:

Telephone:

E-mail:

We would like to remind you that students must, before leaving ENAC, return all materials and documents which have been lent to them. They must also pay-off outstanding debts to ENAC.

1

### LIBRARY

- Return all books

### ACCOUNTING OFFICE (building D<sup>2</sup>)

- Join the "suivi d'hébergement" form for those staying at ENAC's campus.

2

### ENAC ALUMNI

Please go to ENAC Alumni desk (Building D – room 29, ground floor) and check your data on [www.alumni.enac.fr](http://www.alumni.enac.fr)

3

### COURSE DIRECTOR

4

Once this document is fully completed and signed by each relevant department you shall return it to the Pôle des Programmes Pédagogiques Office, Building D<sup>2</sup> - room 054 after having filled via AURION:

- ✓ Your "Internship Feedback Form"
- ✓ Your "Job Situation Sheet"

**No diploma will be issued if these formalities are not carried out by the student.**