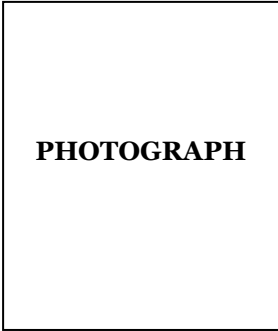


**ENROLLMENT FORM**  
**E Academy**

D	D	M	M	Y	Y	Y	Y

Please send your enrollment form as an email attachment to anita.pasha@siemens-its.com. The Training Coordinator will handle your enrolment; an acknowledgement will be emailed to you within four working days. Participants are reminded to read the curriculum paths carefully and have completed the relevant prerequisites as failure to do so can inconvenience other students and you may be requested to leave the course. Please read our Terms and Conditions BEFORE completing the registration form. By submitting a signed registration form to the Siemens Learning Center, you agree to accept these Terms and Conditions.



Title	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.
First Name (as shown in CNIC)			
Last Name			
Date of Birth			
Birth of Place			
Nationality			
Residential Address			
Country & City			
Postal Code			
Phone (Residence)			
Mobile			
Email (for Academy correspondence)			
Qualification & University & Year			
Start date of Training and End Date of Training			
Course Code &/ Name			
Timings for Training			
Duration	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 2 Months	<input type="checkbox"/> 1 Month
Payment Status & P.O #			

## TERMS AND CONDITIONS

<p>To confirm registration, an initial payment of 1500 EUROS should accompany registration form. When the schedule has been confirmed by the Training Coordinator, remainder payment should be made immediately to access e-learning links (necessary for certification)</p>
<p>Participants from foreign countries should apply for a professional pass at the Pakistan High Commission in their respective country. This pass should be valid for 90 days at least. Administrative issues and costs pertinent to application of this professional pass are sole responsibility of the participant.</p>
<p>Ensure sufficient funds to cover all expenses and incidentals for the duration of the course. Photo Identification is must. (Passport, Driving License, CNIC etc.)</p>
<p>To facilitate E-Academy, the training center will remain opened from 9:00 am – 9:00pm (Monday – Friday).</p>
<p>Participants should read the curriculum paths carefully to ensure they have completed the relevant prerequisites as failure to do so can inconvenience other students and they may be requested to leave the course.</p>
<p>Edibles are strictly prohibited in the classrooms. Any damage in this regard or any other form will be charged accordingly.</p>
<p>For security purpose, student ID card should be worn at all times on the premises.</p>
<p>Laptops or any other gadgets are not allowed in the classroom. Mobiles should be kept on silent during class timings so that others are not disturbed.</p>
<p>We adhere to a strict “No Refund” Policy – applicable to training and certification fees.</p>
<p>If fee is paid and participant cannot attend the Academy for personal reasons. Withdrawal must be made in writing to the Training Coordinator ten working days prior to course commencement. Registration can be forwarded to next academy with a penalty of EUROS 200. Keeping in view that this transfer is for one time only.</p>
<p>The price offers to the participant in the Academy have not been and will not be knowingly disclosed by the participant, directly or indirectly, to any other participant before or after the Academy. In case disclosure is done the participant will have to pay the discounted amount back to Siemens and also Attendance certificate will not be issued.</p>
<p>If cancellation is received less than ten working days before the course is due to start, 50% of the course fee will be charged. No refund will be made for cancellation made three (3) working days prior to course commencement or for 'no-show'.</p>
<p>If participant withdraws from the course at any time after the course commences, no refund will be made.</p>
<p>If participant cannot sit for the certification due to personal reasons or illness (these reasons must be documented, and mailed or faxed to the Training Coordinator five working days before exam), you may sit for the next available certification. This is subject to the acknowledgment of receipt by the Training Coordinator. Approval is subject to the sole discretion of the Training coordinator.</p>
<p>Unsuccessful candidates can retake the same examination. Candidates cannot participate in the same examination for the same release more than three times. A candidate who has failed an examination three times for a release may not attempt that examination again until the next release. A candidate may not retake an examination until 30 days after the failure. Candidates pay a fee for all retakes (460 Euros).</p>
<p>If, for organizational reasons, a particular course is cancelled, no claims for compensation will be accepted other than the refund of the course fee.</p>
<p>Management reserves the right to refuse admission or discounts to any participant without assigning any reason.</p>
<p>Candidates appearing only for certification must have attendance certificate of any SAP Authorized Training Center or having at least 2 years of SAP hands on experience. Fee for certification is 530 EUROS.</p>

All academy material will be issued by Academy in shape of photocopy. No softcopy of any material will be issued.
Instructors Hours can be bought by paying the charges 40USD/hr. You cannot buy more than 20 Instructor hours during the duration of your training.
Candidate should compete 180 hrs within 3 months of the start date of the e academy (weekend excluded); incase he/she fails to complete within the given timeframe, he/she will have to register for the academy again.
Management reserves the right to deny entrance for any reason which is not acceptable or appropriate.
Liability: Misappropriation of Academy equipment, or damages caused to the Academy furniture, fixtures and/or equipment by student(s)/students caused due to negligence or otherwise, shall be reimbursed to the Academy before the Certification Exam. The Academy is not responsible for the loss of personal belongings of course participants.

I have hereby read and understood all policies and procedures and agree to abide by them.

(PLEASE SIGN AND RETURN TO ACADEMY BEFORE COMMENCEMENT OF COURSE)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Note:** All Course Fee should be paid in equivalent Pakistani Rupees (depending on the open market rate for the day) via a pay order made out to "**Siemens Pakistan Engineering Company Limited**". Enrollment form should be accompanied by a pay-order and two recent passport photographs to guarantee admission. Enrollment and payment should be sent to:

Training Coordinator, Siemens Learning Center (Karachi / Islamabad)

Karachi Office, Siemens Learning Center, Office Lobby, 2nd Floor, Park Towers, Abdullah Shah Ghazi Road, Clifton, Karachi,  
Phone: +92 21 5876386