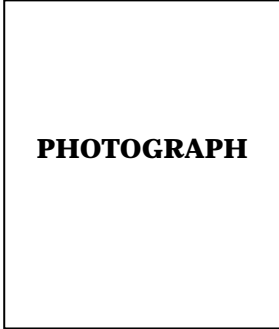


ENROLLMENT FORM

D	D	M	M	Y	Y	Y	Y

Please send your enrollment form as an email attachment to info.sap.pk@siemens-its.com or fax + 92 21 5876463. 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.
Full Name (as shown in CNIC)			
Designation			
Department &/Employer			
Total Work Experience			
Academic Qualification			
Residential Address			
City & Zip Code			
Country			
Mobile Number			
Phone (Office)			
Phone (Residence)			
Email (for Academy correspondence)			
Fax			
Academy No. &/ date of training			
Location of training	<input type="checkbox"/> Karachi	<input type="checkbox"/> Islamabad	<input type="checkbox"/> Other
Course Code &/ Name			

TERMS AND CONDITIONS

<p>To confirm registration, an initial payment of 2000 EUROS should accompany registration form. When the module 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 30 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>Classes are conducted in English. Class timings are 9:00 am to 5:00 pm (Monday – Friday). Regularity and punctuality are encouraged to obtain maximum benefit from Instructor-led-training.</p>
<p>To facilitate e-learning, the training center will remain opened from 5:00 pm – 7:00 pm (Monday – Friday) and 9:00 am – 5:00 pm. Instructors are not obligated to be present during these times.</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 USD 200. Keeping in view that this transfer is for one time only.</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 are subject to change if required. It is not necessary for one particular instructor to conduct the entire training.

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)

Islamabad Office, Siemens Learning Center, CTI Building, Industrial Area, Sector I-9/2, Islamabad – 44000,
Phone: +92 51 4103468

OR

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