

# SAP eAcademy Registration Form

Date       (DD/MM/YY)

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

CNIC No.       -        -

Work Experience   Years

Academic Qualification \_\_\_\_\_

Residential Address \_\_\_\_\_

Country \_\_\_\_\_

Mobile No.                  e.g. +92 123 876387678

Land Line No.                  e.g. +92 42 876387678

Email

Academy Start Date       (DD/MM/YY)

Course Code       Course Name \_\_\_\_\_

SAP Registration No. \_\_\_\_\_ Participant Code \_\_\_\_\_

Course Fee Paid \_\_\_\_\_ Includes Certification  Yes  No

Place Passport Size  
Photograph  
  
2" x 2"

# Terms and Conditions

- To confirm registration, full payment needs to be paid at the time of registration.
- Ensure sufficient funds to cover all expenses and incidentals for the duration of the course.
- Photo Identification is must. (Passport, Driving License, CNIC etc.)
- Classes are conducted in English. Academy timings are 9:00 am to 06:00 pm (Monday – Friday).
- Regularity and punctuality are encouraged to obtain maximum benefit from Instructor-led-training.
- Edibles and beverages are strictly prohibited in the LABs. Any damage in this regard or any other form will be charged accordingly.
- For security purpose, student ID card should be worn at all times on the premises.
- Laptops or any other gadgets are not allowed. Mobiles should be kept on silent during training so that others are not disturbed.
- We adhere to a strict “No Refund” Policy – applicable to training and certification fees.
- Course fee includes one certification exam only or as mentioned in the registration form.
- All academy material will be issued by Academy in shape of photocopy. No softcopy of any material will be issued.
- No refund will be made for cancellation made or for 'no-show'.
- If participant withdraws from the course at any time after the course commences, no refund will be made.
- If participant cannot sit for the certification due to personal reasons or illness (these reasons must be documented).
- 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 needs to retake the entire course. Candidates pay a fee for all retakes (€ 500) or the applicable fee.
- If, for organizational reasons, a particular course is cancelled, no claims for compensation will be accepted other than the refund of the course fee.
- Management reserves the right to refuse admission or discounts to any participant without assigning any reason.
- Instructors are subject to change if required. It is not necessary for one particular instructor to conduct the entire course in case of regular track.
- 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.
- Excellence Delivered is not responsible for the loss of any personal belongings.

I have hereby read and understood Excellence Delivered ExD Pvt Ltd policies and procedures and agree to abide by them.  
**(PLEASE SIGN AND RETURN TO ACADEMY BEFORE COMMENCEMENT OF COURSE)**

Date

--	--	--	--	--	--	--

Full 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 "Excellence Delivered ExD (Pvt.) Ltd."
- Enrollment form should be accompanied by a pay-order and two recent passport photographs to guarantee admission.