

## Enrollment Form

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt # City

\_\_\_\_\_ State Zip Code

Phone: \_\_\_\_\_  
Home # Work # Mobile #

Course: FICO  BW  CRM  SD  ABAP  SEM   
SRM  SCM  HR  MM  APO  Xi   
Portals  Netweaver  PLM  PM  QM  PP

Email: \_\_\_\_\_

Start: \_\_\_\_\_  
Year Month Day

Emergency \_\_\_\_\_  
Name Relation Contact Number

City where course will be held?

Santa Clara  Detroit  Atlanta  Chicago  Houston   
London  Dallas  Los Angeles  Minnesota  New York   
Online  Austin  San Antonio  Pittsburgh  \_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

**General Terms and Rules** (Please read Carefully prior to signing, this is a legal binding)

1. You will be required to sign a progress sheet at the end of every class. This helps us to ensure the quality of delivery of knowledge is as per schedule.
2. You alone, will be responsible for all the practice prescribed to you by your instructor.
3. If for any reason you cannot take the course and if you inform LearnSAP at least 3 days prior to the commencement of the course, LearnSAP will refund all your money less \$300 processing fee.
4. You will not be entitled for any refund whatsoever, once the course has started.
5. Except insofar as School elects to enforce this agreement by judicial process, injunction, or specific performance as discussed herein, all disputes and claims relating to any provisions hereof, any specification, standard or operating procedure(s) or rule(s) or any other obligation of School or student(s) shall be settled by arbitration in Houston, Texas in accordance with the Rules and procedures for Commercial Arbitration of the American Arbitration Association or any successor association.
  - a. The place of arbitration shall be Houston Texas or such other location as School shall designate.
  - b. The Procedure for selecting the arbitrator shall be as may be prescribed by said association or its successor, provided however, that if said association or a successor is not in existence or does not provide such procedure then School and Student shall each select an arbitrator and those arbitrators shall select a third, and in the event of death, resignation, or disability of any such arbitrator, the successor shall be chosen in the same manner as the arbitrator so succeeded.
  - c. The costs of arbitration (not including attorney's fees) shall be taxed and borne as provided in the Rules and Procedures for Commercial Arbitration for the American Arbitration Association.
  - d. The arbitrators shall not have the power to determine or decide any issue or matter other than those expressly permitted them to decide by the terms of this Agreement, and shall in no events have any right or power to award or damages to or against any party.
6. You will not use the information obtained as a result of this training in any way against LearnSAP or its employees.
7. You will be provided two months of access to our systems and procedures starting from the first day of training. It is your responsibility to complete your prescribed practice of 160 hours within these two months.
8. Although system will be available 24/7, help desk services will only be available between 9 a.m. to 6 p.m., Monday through Friday. Help desk services will also remain closed during any public holidays.
9. Instructor will be available via email during the training. Provided that questions are posted in accordance to [www.LearnSAP.com/error/student.html](http://www.LearnSAP.com/error/student.html)
10. LearnSAP will inform the students about availability of new resources, such as course material or access to an expert consultant via email. If you need to stop these updates, please send an email to [stop@LearnSAP.com](mailto:stop@LearnSAP.com), with the subject line as "STOP UPDATES".
11. You will not participate in any law-suit against LearnSAP or its employees.

12. LearnSAP reserves 48 hours every month for servicing and maintenance. These 48 hours can be together or spread over the 30-day cycle. If for any reason the outage of service lasts more than the scheduled hours, LearnSAP will compensate lost time with equal time.
13. At the end of the training upon request by the student, LearnSAP will provide at least 2 resumes as a guideline for preparing a resume.
14. If LearnSAP cannot start the training within 15 days of the tentative start date, LearnSAP will refund 100% of the student's money collected towards the training.
15. LearnSAP reserves the right to pull any students out of the training without assigning any reason. In such an incident LearnSAP will prorate the number of hours attended and refund the rest of the money.
16. LearnSAP reserves the right to pull the plug on training in such an incident LearnSAP will prorate the number of hours attended and refund the rest of the money.
17. It is the student's responsibility to acquire all necessary software required to maintain connectivity and to combat the menace of Internet hacking, such as but not limited to anti-virus, Firewalls, VPN etc.
18. The total number of hours published for each course at the website [www.LearnSAP.com](http://www.LearnSAP.com) or any affiliated website, include lunch-breaks, tea-breaks and general rest-breaks.
19. If for any reason LearnSAP has to process a full or partial refund, student understands that such checks are only issued on 15 and 30 of each month and to process the refund it takes about 30 days.
20. Once started LearnSAP will not pause remote system access for individuals.
21. All communication MUST be via email to your respective location program-coordinator.
22. In case the training has to be stopped/cancelled because of 'Acts-of-God' such as but not limited, sickness, earthquake, storms or any other natural disaster or reasons, LearnSAP will refund to students prorated tuition fee.
23. If any provision of this Agreement shall be invalid or unenforceable, either in its entirety or by virtue of its scope or application to given circumstances, such provision shall be deemed modified to the extent necessary to render it valid, or as not applicable to given circumstances, or to be excised from this Agreement, as the situation may require, and this Agreement, as the case may be, it being the stated intention of the parties that, had they known of the invalidity or unenforceability at the time of entering into this Agreement, they would have nevertheless contracted upon the Agreement's terms, either excluding such provisions, or including such provisions only to the maximum scope and application permitted by law, as the case may be. In the event the total or partial invalidity or unenforceability of any provision of this Agreement exists only with respect to the laws of a particular jurisdiction, this article 23 shall operate upon the provision only to the extent that the laws of the jurisdiction are applicable to the provision.

I have read and understood the Foregoing General Terms and I agree to abide by the same.

\_\_\_\_\_  
Student's Signature

## Credit Card Payment Authorization

Card Type: Visa  Mastercard  American Express  Discover

Card Holders Name  
(as it appears on Card): \_\_\_\_\_

Card #  
\_\_\_\_\_

Card Number	Expiry	Security Code
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Billing Address:  
\_\_\_\_\_

Street	Apt #	City
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\_\_\_\_\_

Zip Code	State
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Mailing Address:  
\_\_\_\_\_

Street	Apt #	City
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\_\_\_\_\_

Zip Code	State
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\_\_\_\_\_

Amount	(USD)
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\_\_\_\_\_

Amount in words:

I understand that all payments are final and non-refundable.

\_\_\_\_\_

Cardholder's Signature	Date
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