

**BPCL SAP Training Centre, Mumbai**

**Terms & Conditions for Registration and Training - ILT Courses**

**Payment Details:**

**Course fee, Live Access fee (HUB320) & certification fees:** NEFT in favour of "Bharat Petroleum Corporation Limited" at Mumbai

**SAP Learning Hub Bundle (LH access, Assessment, Business process course):** NEFT in favour of "Dexler Information Solutions Pvt. Ltd. at Bangalore

Please check course, certification and other fee from the centre before making the payment. The training, certification and other fee are subject to revision by SAP.

Apart from the course fees & certification fee, all statutory levies and taxes are payable extra. Currently the GST @ 18% on above fees will be applicable.

**Enrolment Policy:**

The enrolment form needs to be submitted along with relevant certificates of Educational Qualification, Experience certificates (optional), current factual resume and 3 passport size photographs.

**Course Fees Covers:**

Trainings fees cover faculty charges for Monday to Friday for the period of the training, Course material, writing material and some basic stationery relevant to the training. As per SAP global policy, two participants share a PC. The medium of instruction is English.

**Copyright:**

All rights are reserved by BPCL SAP TC. No part of the training documentation in the form of hardcopy or soft copies in CD's covered by the copyright may be reproduced or copied. Participants are strictly not allowed to carry any electronic media Laptops/CDs/ CD writer hard disk drive/ USB Pen drive/floppies in the classroom. An infringement of this would make the candidate liable to disqualification from the course/certification and treated as copy right infringement

**Course Timing:**

Monday to Friday: 0930 - 1730 hours

The facility will remain closed on all Saturdays and Sundays.

To facilitate students with additional machine time, the BPCL SAP TC will be open for additional hours as under.

Weekdays: 0800 - 0930 hours and 1730 till 2000 hours.

### **Attendances:**

Students need to attend 100% of the classes and also mark their presence on all days. The participants are requested to be punctual in the interest of the course effectiveness and the other participants. Participants are requested to take due care of their personal belongings and BPCL SAP TC would not be liable for any loss of personal belongings.

### **Certification test:**

An Associate Exam usually consists of 80 Multiple Choice, Multiple response and Matching (pull-down) questions and answers. Candidates have a maximum of 3 hours to complete.

Certification exam conducted by SAP is online. Examination results will be declared right after the test. The SAP grading system varies from module to module and will be advised to the candidates before start of the certification by SAP proctor. The candidate will be in touch with training centre to appear for his certification exam well before ending of the course on the scheduled certification dates provided by SAP.

If the student fails in 1<sup>st</sup> attempt, he / she is eligible for a maximum of two re-exams. Each re-exam fees is Rs.30, 000/- plus applicable taxes. The stipulated gap between any two exams is one month. If a student fails after two re-exams, he/she must take the SAP Partner Academy course once again.

Under unavoidable circumstances, if the student cannot sit for his/her certification exam the same must be informed to the Training coordinator in writing either by e-mail or fax. The student in question needs to take up exam on the next available certification exam date. This is subject to the acknowledgment of receipt by the Training coordinator and approval from SAP, India. Final decision is at the sole discretion of the BPCL SAP TC.

### **Placement Assistance:**

BPCL SAP TC doesn't any guarantee job placement after completion of SAP training and certification. We offer placement assistance to all deserving certified candidates by sending their CV to various IT companies. The companies on the strength of candidate's CV may shortlist the candidates for personal interview and placement and will communicate with candidate directly.

SAP India Education has also launched an exclusive SAP India Education Career Portal which helps the certified SAP consultants to share their technical skills, professional work experiences and directly get associated with SAP's esteemed Partners and Customers. The Hiring / Recruiting teams, Talent Acquisition teams from SAP Partners and Customers can view, shortlist and download the desired profiles at their discretion. The interested certified SAP consultants need to complete the registration process with the help of their Certification ID to access SAP India Education Career Portal using the e-mail id provided by the consultant at the time of registration for SAP certification exam.

BPCL SAP Training Centre also supports deserving certified candidates with career guidance and suitable placement assistance by referring their CV to various organisations. In the past, several reputed organisations keen to recruit SAP certified consultants from our centre have sent their requirements to us. Please note that recruiting companies have a different qualification criterion which includes candidate's

educational background (generally candidates securing 1st division are considered), relocation compulsions, and financial compensations for suitable placement, which should be carefully evaluated by the candidates.

**Course Status:**

- Course will proceed when requisite minimum number of attendees has signed up.
- Course status notification will be sent to participants five (5) working days at the BPCL SAP TC before the start of the course
- Email confirmation will be sent to the participant or the contact person indicated in the registration form
- It is not advisable for participants to confirm flight bookings till they receive a course confirmation from SAP Education

**Travel /Accommodation arrangement:**

All the participants need to make their own hotel/travel arrangement for travel to the training location. Participants from outside India may have to apply for Visa/ Professional Pass at the Indian High Commission or Embassy in their respective countries. Any violation of the immigration laws will be dealt with severely by the Indian Government. SAP/BPCL will not be responsible for any participants who have violated the immigration laws. All administrative issues and costs regarding the applications of the Visa/ Professional Pass will be the sole responsibility of the participants. SAP/ BPCL shall provide the letter of invitation upon confirmation of participation, if required.

**Parking of personal vehicle:** All the personal vehicles need to be parked at parking are at their own risk.

**Course cancellation Policy:**

If a participant is unable to attend a course and wish to cancel the registration, he/she is required to inform BPCL SAP TC in writing within the stipulated time frame. Kindly provide participant name, company, course and location. Insist on an acknowledgement to avoid cancellation charges. Kindly refer to the terms and conditions stated below.

Cancellations need to be informed in writing by a Fax/Letter, with the appropriate reason for cancellation. Course Cancellations must be made 14 working days prior to the course. If cancellation is made less than 14 working days but prior 5 working days before the course start, 50% of the course fee will be charged. For cancellation received 5 working days prior to the course start, 100% of the course fees will be charged. If the student withdraws from the course at any point of time after start of the course, 100% of the course fees will be charged. If the participants wish to join the next schedule, he/she can do so, but the fee shall not be refunded if the candidate fails to join

If for any reason, a class is cancelled, the participant's sole remedy shall be a refund of the course fees paid. In no circumstances shall BPCL be liable for any direct or indirect, consequential or special damages of any kind resulting from errors or omissions in its training materials nor shall we be liable for any damages resulting from the use of its training material or other information conveyed at an SAP course

**Certification Cancellation:** Once payment is received and confirmation is sent to the participant, cancellation will not be accepted

**Exam Cancellation Policy:** The cancellation policy for the certification examination is as mentioned below:

- 10 working days & above - No cancellation charges
- 5 - 10 working days - 50 % of the certification fee
- 0 - less than 5 working days - 100% of the certification fee

**Declaration Policy:**

I declare that I have read and understood the above terms and conditions and accept the same. I have understood the prerequisites for enrolling in the SAP course in terms of educational qualification and / or related domain work experience.

I hereby agree to the following:

I am submitting the course fee with BPCL SAP TC at my own risk and BPCL SAP TC shall not be liable for any damages in the event of any theft or loss of demand draft in transit.

I agree that BPCL SAP TC has the right to reject my enrolment for the above course in the event of which BPCL SAP TC shall refund the entire amount and also BPCL SAP TC shall not be responsible for damages in the event of theft or loss of demand draft in transit subject to proof of despatch.

I agree to the change in schedule or cancellation of any course done by BPCL SAP TC which is duly informed.

**Signature:**

**Name:**

**Date:**