

BPCL SAP Training Centre, Mumbai

Terms & Conditions for Registration and Training - eAcademy

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 200 hours of training hours within a period of 3 months as enrolled by the candidate. The date of email from SAP informing the candidate login credentials will be the first day of the training. The course material, writing material and some basic stationery relevant to the training will be provided. 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.

Online Knowledge Product (OKP) has SAP's copyright and rights of authorship to OKP material and it is participant's duty to conform to copyright laws. Participant shall carefully safeguard the downloaded products that have been made available to the participant, to prevent its misuse. OKP participant is permitted to use the OKP material only for his / her own training purposes. It is illicit to copy or distribute OKP material, download / online products, links, S users or passwords amongst other people.

Course Timing:

Monday to Friday: 8.00 AM to 8.00 PM, Saturday to Sunday: 9.00 AM to 5.00 PM except national holidays.

BPCL reserve the right to keep the centre closed at its discretion as necessary. BPCL will however to give advance intimation to the participants.

Attendance:

The students have to mark their presence and timing for attending the training. The participants are requested to adhere to the agreed time slot for completing the training. 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 1st 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 the documents for the training have been received by SAP, login ID is allotted along with course kit to the participant.
- E mail confirmation will be sent to the participant or the contact person indicated in the registration form.
- It is not advisable for the participant to confirm travel booking 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.

Cancellation Policy for Training and Certification:

- No charge shall be made where notice of cancellation is received by SAP India Pvt. Ltd. (SAP) through education partner at least 10 working days prior to the start date of the course or certification;
- 50% of the fee will be charged as cancellation charge where notice of the cancellation is received by SAP between 5 and 10 working days prior to the start date of the course or certification;
- 100% fee will be charged as cancellation fee where either no notice of cancellation is received or the same is received less than 5 working days prior to the start date of the course or certification.

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: