

## **SAP Education Australia**

### **SAP Preferred Card - Terms and Conditions**

#### **What is the SAP Preferred Card?**

The SAP Preferred Card helps you plan your training whilst ensuring significant cost savings. You can simply prepay for all your SAP Education Services including:

- Customer Specific Project Team Training
- Onsite Project Team Training
- Standard Classroom courses at SAP training centres
- SAP Academy and certification courses
- Online Knowledge Products (OKP's)
- SAP E-learning courses.

The SAP Preferred Card gives you more training for your money, as well as a convenient registration method – without the need for purchase orders, invoices or bank transfers. Investing in the SAP Preferred Card will:

- Save you time and administration through online booking and reporting
- Simplify registration on training courses
- Help you maximise your SAP investment
- Help you plan and secure training budgets
- Demonstrate a commitment to professional development programs

#### **Validity of the SAP Preferred Card**

You can use your SAP Preferred Card for all SAP training courses held in Australia listed on <http://www.sap.com/australia/education>.

You can use your SAP Preferred Card only when it is issued by SAP Australia and it is valid only for SAP training courses organised by SAP Australia and held in Australia.

The SAP Preferred Card is valid from the date payment is received by SAP Australia. The validity period ranges from 12 – 18 months depending upon your investment.

*Please Note: Any funds remaining in your preferred card after the expiration date cannot be refunded nor used for future purchases.*

#### **Who can Buy / Use the SAP Preferred Card?**

Any registered Australian Company (or its subsidiaries) can purchase a SAP Preferred Card. SAP Preferred Cards are made out in the name of the purchasing organisation. One person within that company will be nominated as the administrator and all correspondence will be directed to the nominated person.

Use of the SAP Preferred Card by the purchasing organisation and its affiliates is unrestricted, but no benefit or interest can be transferred to a third party.

SAP Australia will not refund the price or any part of the price of any SAP Preferred Card purchase.

## SAP Preferred Card Prices

The SAP Preferred Cards currently offered are:

Customer Contribution	Additional Credits	Validity
\$25,000 - \$49,999	5%	12 months
\$50,000 - \$99,999	7.5%	12 months
\$100,000 - \$149,999	10%	18 months
\$150,000 +	15%	18 months

## Top Up Purchases

The additional credits will be applied if a minimum top up of \$50,000 (ex GST) is purchased within the original validity period of your existing Preferred Card. eg. If you purchase \$120,000 and within 18 months you purchase a further \$50,000 you will receive the same 10% additional credit on the \$50,000.

## Payment for SAP Preferred Cards

Upon purchase of the SAP Preferred Card, SAP Australia will send you a written acknowledgement of your purchase of the SAP Preferred Card together with an invoice. The SAP Preferred Card will remain in the possession of SAP, which acts as trustee for your company's benefit.

Payment for SAP Preferred Card is due immediately and must be made upon receipt of invoice. Only upon receipt of payment can you and your employees benefit from your SAP Preferred Card credits.

The SAP Preferred Card is activated on the day the payment is credited to the SAP Australia account.

If you book a place on an SAP training course and payment for the card is not already credited to the account of SAP Australia before the course starts the course fee cannot be charged to the SAP preferred Card. You will receive an invoice for the regular course fee and your company forgoes being able to use preferred card funds.

If the final balance on your SAP Preferred Card does not cover the full fee for a course booked, you can either 'top up' your existing preferred card with additional funds or you can request SAP Australia invoice you the balance of the course fee.

Entitlement to an Early Bird Discount can be applied if bookings are received in advance for public courses.

i.e. 3 weeks (15 working days) in advance = 5% discount

4 weeks (20 working days) in advance = 10% discount.

The total maximum discount including Early Bird is 15%. i.e. if your Preferred Card credit is 15%, then no further discount applies.

## How do you Book an SAP Training Course Using the SAP Preferred Card?

Booking arrangements for SAP training courses are made easier through the use of our SAP Preferred Card. You are provided a fast track registration process. All you need to do is email the course code, start date, name of the participant and quote your SAP Preferred Card number to book.

By signing your SAP Preferred Card order form and returning it to SAP Australia this will authorise only the nominated person from your organisation to book all attendees from your organisation on SAP courses using your allocated Preferred Card number.

### **Account Statements**

You can view your SAP Preferred Card balance at any time by accessing your activity online through a protected site.

<https://service.education.sap.com/>

### **Cancelling a Course Booking**

If you cancel a place on a course charged to your SAP Preferred Card the standard SAP Education Cancellation Terms and Conditions apply which are referenced in the website at [www.sap.com/australia/education](http://www.sap.com/australia/education) (Notice of cancellation less than 10 working days prior to course commencement = 100% cancellation fee or participant can be replaced with another attendee.

If a refund can be given it will be made by crediting the appropriate amount to the SAP Preferred Card.

You will not receive a cash refund for a course cancellation in lieu of any dollar value credited back to your Preferred Card.

### **General**

These conditions are without prejudice to the general SAP Australia conditions for SAP training courses, and those general conditions apply in full if you use the SAP Preferred Card.