

# ENROLMENT FORM

<b>Name of Organization</b>	<b>Billing Address</b> (if different from adjacent address)	
Address	Attn:	
Admin contact	Address	
Phone ( )                      Fax ( )	Phone ( )                      Fax ( )	
E-mail	PO Number	

If you have any questions, contact SAS Education at **65-6398-8988**.  
Please complete and return this form to:

**SAS Institute Pte Ltd**  
**20 Anson Road**  
**Level 8**  
**Singapore 079912**  
**Fax: 65-6398-8900**

	Days	2014 ETA Prices	Subtotal
<input type="checkbox"/> 15		<b>S\$ 8,500</b>	
<input type="checkbox"/> 30		<b>S\$ 16,500</b>	
<input type="checkbox"/> 45		<b>S\$ 24,000</b>	
<input type="checkbox"/> 60		<b>S\$ 31,000</b>	
<input type="checkbox"/> 90		<b>S\$ 44,500</b>	
<input type="checkbox"/> 120		<b>S\$ 54,500</b>	
<b>Total</b>			

## GUIDELINES

1. Effective Date: \_\_\_\_\_ 2014
2. The customer must designate a representative to serve as the contact to register employees for public courses, customized & private training and group training packages.
3. The ETA Administrator will issue an account number to the designated contact upon receipt of payment. Payment terms are net 30 days.
4. The ETA offer applies only to eligible courses as per Singapore public schedule
5. ETA credits are used to register and pay for SAS Singapore Education Services. These public scheduled courses will have varying ETA credits assigned to them according to standard charges. Not applicable for registration towards CITREP approved courses & SAS Certification Exams.
6. All ETA credits expire 12 months from the date of purchase, i.e. when the signed ETA Agreement is received by SAS. The customer must complete any training within this time frame.

7. Group classes require a minimum of 10-12 students per class to commence.
8. For on-site courses, additional charges for set-up of training room will apply.
9. SAS reserves the right to cancel or reschedule any and all ETA eligible training services at its discretion. The customer will be notified approximately one week before the class start date if there is any possibility of cancellation or rescheduling.
10. No other discounts are applicable. Offer expires 31<sup>st</sup> December 2014
11. All services are subjected to prevailing local tax

## CANCELLATION POLICY

12. ETA training credits may be reinstated to the account if cancellations are received in writing at least ten working days prior to the scheduled start training date. Substitutions (name changes) are accepted at any time prior to course commencement.

13. The customer may cancel group courses without charge if notification is received by SAS in writing no later than ten working days prior to the course start date.
14. Rescheduling a course less than ten working days prior to course start date is considered a cancellation, and a cancellation Fee of 25% of the total course ticket allocation will be charged.

I have read and agree to the guidelines listed above.

AUTHORIZED CUSTOMER REPRESENTATIVE

Signature & Company Stamp

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Singapore Course Information:**  
[www.sas.com/singapore/training](http://www.sas.com/singapore/training)  
 • 65-6398-8988 • [training@sgp.sas.com](mailto:training@sgp.sas.com)