

Exam application form

Company details

Name of Company:

Billing address:

Postal address:

Tax code:

Applicant details

Name:

Role:

Candidate ID (e.g. MS ID):

Phone no.:

E-mail:

Request newsletter: Yes No

For more information about our Privacy Policy, see our "Privacy Statement".

Contact person

Name:

Role:

Phone no.:

Exam details

Code and name:

Date and time of exam:

Payment details

Exam fee:

HUF + VAT

Form of payment: Cash Transfer SzirTicket MS SA Voucher:

Discount: Yes No

Type:

Payment deadline: 8 days 15 days

Please choose from these options, or the payment method described in the GTC will apply.

Use of interior car park: Yes No

Parking is free of charge, but it is on first come first serve order.

Financial contact details

Name:

Role:

Phone no.:

By signing the application form I accept the GTC and Privacy Policy Statement of Szirtes Technologies Ltd. Please see our GTC in the appendix of the application form or on our website: www.szirtes.com.

Date:

..... applicant's/company's signature

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General Terms and Conditions (GTC)

Location of exams

Exams are held in the exams room of Szirtes Technologies Ltd. (**1139 Budapest, Forgách u. 21.**)

Language of exams

All exams are in English therefore a competent command of English language is required.

Booking an exam

For booking an exam please contact our exam administrator in advance for prices, time, date and availability. You can contact us by e-mail at vizsga@szirtes.com, or by phone on +36 1 999 6514.

How to book an exam

Our exam administrator will give you an official written quotation within 24 hours of your request. We can only accept exam reservations in written form. Please fill out our Exam Application Form in full (signature and stamp included) and send it back to us:

- by e-mail: vizsga@szirtes.com
- by post: Szirtes Technologies Kft., 1139 Budapest, Forgách u. 21.
- online: after registering on our website <http://www.szirtes.com> you can fill out an application form online

You can only book an exam up until **48 hours before the commencement of the exam**. Applications are confirmed in the order of arrival. Exam applications and exam dates are cannot be changed after the above-mentioned deadline.

By submitting and sending us a filled-out application form you accept Szirtes Technologies Ltd's exam offer and terms, and also agree to settle the balance of the invoice sent to you by the deadline.

Modes of payment

Exam fee payment options:

- by voucher
- by transfer: 8 or 15 days deadline
- in cash (before the exam begins)

The participation in the exam is subject to the presentation of the proof of payment of the correct amount on site.

Catering

Upon request our Test Center can offer buffet to the applicants. It is not included in the exam price, and will be billed in a separate row on the invoice. Buffet is 3 500 HUF+VAT/person/day, and it includes scones and unlimited drinks (coffee, tea, juices and soft drinks). Any previously not ordered consummation will be billed accordingly.

Courseware

In order to pass successfully the exam, we offer course aids and learning tools for additional fee. To learn more about courseware and its fees please contact us:

- by e-mail: info@szirtes.com
- by phone: +36 1 999 6515
- by post: Szirtes Technologies Kft., 1139 Budapest, Forgách u. 21.
- on our website: www.szirtes.com

Important information

Our Test Center is open on weekdays from 9 am to 4:30 pm. The last possible exam starting time is 3 pm.

- Please make sure you bring 2 valid (picture) identification with you. We won't be able to admit you to your exam without it.
- No exhibits (e.g. dictionary) are allowed in the testing room, unless specifically stated.
- Exam sponsors may provide printed score report (pass/fail) after the candidate finishes the exam.

Microsoft sends "Welcome Kit" to the candidate (MCP card, certificate and additional information leaflets); Oracle send a "Success Kit" with the certificate; Cisco sends an official certificate by post. Depending on the exam sponsor, this may take up to 30 to 60 days.

- In case of a failed exam it is possible to retake the exam, but different exam sponsors have different rules for it:
 - Microsoft: you can retake the exam 24 hours after the first failed status. But there is a 14-day waiting period thereafter with a maximum of 5 attempts in a 12-month period
 - Oracle: candidates must wait 14 days before retaking a failed exam (except online exams). Candidates are restricted to four attempts at passing the same exam within a 12-month period.

Cancelling an exam

If you wish to cancel your exam you must do so in writing to us at info@szirtes.com or vizsga@szirtes.com. We can only accept written cancellations. If you cancel your exam, the following fees may apply:

- 14 workdays before the exam: **free**
- Within 8-13 workdays before the exam: **25% of the exam fee**
- 2-7 workdays before the exam: **50% of the exam fee**
- 2 workdays before the exam: **100% of the exam fee**
- Same day cancellation or no show: **100% of the exam fee**

Singing this application form and/or completing our online registration form constitutes a contract.

Privacy Statement

This Privacy Statement explains how Szirtes Technologies Ltd. collects personal information about you regarding your relationship with the company and the use of our services, as well as explains how to use the data.

Personal data we collect

Szirtes Technologies Ltd. collects data so that our education and training services and system integration activities can work efficiently and provide the best user experience. You enter some of these details directly, for example when you sign up for our training, subscribe to our newsletter, subscribe to a Szirtes Technologies Ltd. event or contact us for support. We also collect data from third parties. The information received from third parties will be protected in accordance with the practice described in this statement and we will enforce further restrictions imposed by the source of the data. External resources change over time, but they include:

- Partners, that we offer co-branded services with or joint marketing activities, and
- Publicly available resources, such as government databases or other public domain information.

You have the right to decide on the data we collect. If you are requested to provide your personal information, you can decline it. However, if you choose not to enter the data required for the course, exam registration or contract conclusion, you will not be able to fully utilize our service.

Types of personal data we may collect:

- **Name and contact details:** we collect your last name, first name, e-mail address, postal address, phone number and other similar personal information, as well as your educational qualifications.
- **Verification details:** we collect passwords (we store the SHA-2 algorithm-converted user password), and other security information used for authentication and account access.
- **Payment details:** we collect the details necessary to process payment, including, but not limited to, the type of payment (e.g. wire transfer).
- **Device and usage information:** we collect data from current and planned technical tools for effective customer relations.
- **Products and services:** we collect data on what services we have been using so far.

How we use personal information

Szirtes Technologies Ltd. uses the collected data to operate the company to provide the services it offers, including:

- communicating with you
- information on services (course and exam changes, reminders)
- for information on novelties (newsletter, EDM letter)

Reasons we share personal data

We share your personal information with your consent or as necessary to complete any transaction or provide any product you have requested or authorised or when you use our services with our Partners through us. We will access, send, transfer and retain your personal data, including personal content (such as the content of your outlook.com e-mails, other private communications) in good faith:

1. In order to comply with applicable law or in connection with valid legal procedures, including inquiries by law enforcement authorities or other state organs;
2. To protect our customers, such as avoiding misleading, attempts by unsolicited mails or other users, or in order to prevent loss of live or serious injury to anyone;
3. To operate and maintain the security of our services, including the prevention or stopping of attacks on our systems or networks; or
4. To protect the rights or property of Szirtes Technologies Ltd., including the conditions governing the use of the services. However, if we receive information that a person uses our services to sell intellectual or physical property, we will pass on the personal content of the client to the law enforcement agencies.

Accessing and managing personal information

You can view and edit your account at Szirtes Technologies Ltd. at any time. If you do not have access to your account, you can report it to our colleagues by writing to us at info@szirtes.com. Our colleagues will try to resolve the problem as soon as possible.

Note to end users

If you did not order our services and provided your personal data to us directly but a legal person / other organization / employer did in your stead, - hereinafter "Customer" -, please contact the person responsible for the purchase. Szirtes Technologies Ltd. cannot determine whether the data in question are legally covered by the Customer, and is not responsible for the privacy and security practices of its customers, which may differ from those detailed in this Privacy Statement. If you notice any unlawfulness / irregularity in connection with the given information, please notify the Customer immediately and please inform us at info@szirtes.com at the same time.

If you use the e-mail address provided by the Customer to access the services of Szirtes Technologies Ltd., the owner of the domain associated with the e-mail address has the following rights: (i) manage and supervise your account at Szirtes Technologies Ltd., and (ii) access and process your data, including the contents of your communications and files. Of course, we provide you with the right to request access to information, correct information, limit the handling of your data, data storage, protest, and deletion, as well as legally enforceable legislation. You can exercise these rights by submitting a statement / request addressed to the data controller or by writing it online, by e-mail from your account or can sent it to us by post.

Student's Szirtes account

For all of our students, Szirtes Technologies Ltd. creates a personalized Szirtes account. The owner of the account (participant of the course or the Customer who submits the employee to the course) has the right to request access to information, correct information, limit the handling of his/her data, data storage, protest, and deletion, as well as legally enforceable legislation. In order for this account to be provided by our company to its students, an individual e-mail address is required, which must be indicated on the course application form.

Signing up for our website is only possible with an individual email address. After registering, you can log in to your Szirtes Technologies account where you can sign up for courses and exams, ask our colleagues or tutors questions about our services, evaluate the quality of our services (course evaluation), review services required so far.

In case the course or exam application form is filled out personally and sent to us by e-mail, by post or submitted in person, it is necessary to enter the individual email address of the course/exam participant in order to be able to create a unique Szirtes account for the owner(s) of the account (course participant or the Customer). The owner of the account has the right to access the account, correct the data, limit the handling of his/her data, data storage, protests, and the right to cancel.

Creating and using a personal Szirtes account When you create a personal Szirtes account, we will ask you for some personal information, and we will assign a unique identifier number to your account to identify your account and the information that is associated with it. In this case, we ask you to provide real-time data that will be required to use

our services later (billing). Certain details, such as your name, email address and phone number, will help our colleagues to contact you if needed. (course and exam changes, reminders).

Use of accounts provided by the Customer. If your account is created and supervised by the Customer (e.g. your employer), you can use this account to request our services. If you use an email address provided by an organisation you are affiliated with, such as an employer or school, to access Microsoft online services, the owner of the domain (e.g. your employer) associated with your email address may control and administer your Microsoft online services account and access and process your data, including the contents of your communications and files. If your account is managed by the Customer (e.g. your employer), contact the person responsible for the purchase with data protection issues; in view of the fact that Szirtes Technologies Ltd. assumes no liability whatsoever, and will only deal with the data transferred to Szirtes Technologies Ltd. for the treatment as described above.

By subscribing electronically, by post or by personally submitting my course / exam, and/or by subscribing to a newsletter, I accept the above detailed privacy statement of Szirtes Technologies Kft.

Szirtes Technologies Ltd.
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