



Training Voucher Application

Training Vouchers are a cost-effective and flexible solution for organizations whose training requirements vary from a single course to an entire series of courses to onsite training for a group. Each Training Voucher can be used by anyone in your organization to attend SAE open enrollment seminars or to hold an SAE in-house seminar program at your facility or to purchase e-seminars or online training for one or many.

1. Applicants for a Training Voucher must complete the Application Form below.
2. Upon approval of the application and receipt of the Voucher payment, a Voucher coupon receipt will be returned to the contact.
3. Vouchers may be redeemed for in-house seminar contract payment, individual seminar registrations*, e-seminars, online seminars, etc. with the exception of those specified in the SAE Training Voucher program.
4. The designated contact of the company owning the Voucher is responsible for notifying SAE Corporate Learning when the Voucher is to be redeemed and for what purpose (i.e., attendee registration for specific program, payment of in-house seminar invoice, etc.)
5. An invoice will be generated indicating the purchase details and payment method.
6. A statement is available upon request which will reflect Training Voucher usage and available balance.
7. Training Vouchers are non-refundable and expire one year from the date of purchase.

To apply for a Training Voucher, fill in the necessary information on the application below. Return it to SAE Corporate Learning, 400 Commonwealth Drive, Warrendale, PA 15096-0001 or via email to: corplearn@sae.org. If payment does not accompany the application, we will invoice you. You will be able to begin redeeming the Training Voucher as soon as we've received payment for the Training Voucher.

Training Voucher Application Form

Please process my application for an SAE Training Voucher as indicated below:

- Enclosed is a check in the amount* of \$_____ for a Training Voucher equal to this amount.
 Please invoice my company for a Training Voucher in the amount* of \$_____.

Company Name	
Company Division/Dept.	
Street Address	
City, State or Province & Zip+4 or Postal Code	
Country (if not USA)	
Training Voucher Company Contact	
Company Contact Title	
Mail Stop if applicable	
Contact Telephone No.	
Contact Email address	
Contact Fax number	

* Minimum Training Voucher amount is \$10,000.00 U.S.