



College Enrolment Contract 2022

Applicant Information			
Name:			
Date of birth:	ID Nr:	Phone:	
Current address:			
City:	Province:	Postal Code:	
Choose your Courses			
Basic Plumbing Course	8 days from 8 to 13:30	R7800.00	<input type="checkbox"/>
Basic Electrical Course	8 days from 8 to 13:30	R7800.00	<input type="checkbox"/>
Solar Geyser Installation Course	4 days from 8 to 13:30	R3800.00	<input type="checkbox"/>
Advanced Plumbing Course	6 weeks (30 working days, Fridays until 12:00)	R20500.00	<input type="checkbox"/>
Advanced Electrical Course	6 weeks (30 working days, Fridays until 12:00)	R20500.00	<input type="checkbox"/>
ARPL (Trade Testing without any formal plumbing training)	Registration, Interview, Pre- trade/ Trade Test	R 3800.0	<input type="checkbox"/>
Pre- trade Preparation Plumbing	2 weeks before trade test date (10 Working days Fridays until 12:00)	R 7 800.00	<input type="checkbox"/>
Pre- trade Preparation Electrical	2 weeks before trade test date (10 Working days Fridays until 12:00)	R 7 800.00	<input type="checkbox"/>
National Courses	Three years, full time study Please see the Enrolment Contract. (Plumbing/ Electrical)	R60500.00 p/a	<input type="checkbox"/>
I _____ ID: _____ hereby accept that I am liable for the course fee			
_____ Date _____			
Proof of Payment attached Yes/ No			
International Students Only:	Valid Visa/ Study Permit Yes/ No	Driver's License Yes / No	
Employment Information (Of Person responsible for payment)			
Current employer:			
Employer address:			Period of Employment:
Phone:	E-mail:	Fax:	
City:	Province:	Postal Code:	
Position:			
Medical Aid Information			
Medical Aid Name	Page 1		

Membership Nr			
GP Name and contact number:			
Any Allergies or special needs?			
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:	Province:	Postal Code:	Phone:
Relationship:			
Accommodation information			
Do you need accommodation Yes, I do / No, I don't			
If you do – should we pick you up on arrival? Y/N	Where?	How late?	
Please attach a copy of your bus or airline ticket to this form. Yes I did attach it please sign →			
I am allergic to:			
<ul style="list-style-type: none"> • Please note if any Koshuis Kaya fees are outstanding no Certification for Studies will be done by PCD College. • Please attached the signed Koshuis Kaya contract for your accommodation to this form. Yes I did attach it please sign → 			
Terms and Conditions			
The terms and conditions are set out below on this form for ease of use please read through them, by signing this form you accept the terms and conditions.			
I declare the information provided on this form is true and correct, I have received a copy of this application. I am aware of the fees of the course I chose and hereby acknowledge that I owe this amount R _____ to PCD College (PTY) Ltd			
Signature of applicant:			
Signature of person responsible for the account:			Date:
Signed for PCD College:			Date:

Please bring with you (These documents are VERY important)

- 2 x ID photos
- 2 x Certified copies of your ID
- Short CV
- Certified copy of your highest Qualification/ School report card
- Copy of proof of payment.

Professional Career Development



Course fees are paid to

PCD College PTY (Ltd)

Absa

Cheque account: 4064843458

Branch Code: 632005

Reference: Your name and Surname and what course you are enrolled for.

Accommodation fees are paid to

Koshuis Kaya PTY (Ltd.)

Firstnational Bank

Cheque account: 62661273442

Branch Code: 250655

Reference: Your name and Surname

College Rules, Terms and Conditions

1. The College Fees are final and cannot be negotiated.
2. All fees are payable on the terms provided in the course contract.
3. For the Basic, Advanced and Solar courses all fees are payable on enrolment, please add proof of payment to your enrolment Form.
4. No refunds will be given, you are welcome to come and do your course or complete it within one year of initial payment if you can no longer do it now for whatever reason.
5. Any and all of the College properties are used at your own risk, PCD College will not be held Liable for any Injury, theft or death that may occur on our premises, the premises referred to is our Campus at 181 Louis Trichardt street, Hostel 1 – 111 Louis Trichardt street, Hostel 2 – 41 Louis Trichardt Street Mayville and Hostel 3 – 7 de Laan, Wonderboom – Suid or any other property.
6. We are a Narcotic and Alcohol **FREE** College and Hostel Institution and enforce a ZERO tolerance policy with regards to the usage of the above substances, if found on your person or that you are intoxicated by Narcotics or Alcohol (Random tests are done and K9 units may be brought in to search you room and belongings, weather you are at the hostel or no at that moment) you will be dismissed with immediate effect and you will be held liable for the full term course fee. All the sites our students are placed on have their own policies in please with regards to the aforementioned.
7. No smoking is allowed in the rooms or hostel buildings or College Campus.
8. PPE to be worn at all times as indicated, it is the student's responsibility to keep PPE in a good condition and replace it when needed.
9. When working off site, students are to revert to the site rules as well as PCD College Terms and Conditions.
10. When working on site the student does **NOT** get paid, he is simply there to gain practical experience to complete his qualification.
11. The student is responsible to hand in tasks and POE (Portfolio of Evidence) and any other work give and instructed to be handed in. We have a calendar available in the administration building that indicates exactly when what must be handed in, please note that the calendar might change due to unforeseen events, if this should happen you will be notified in writing.
12. If the student does not have a practical site, they are to come to College to be appointed to a site or to be given other tasks to do.
13. Any complaint or Suggestion must please be made in writing, we have an open door policy and want the student to please come and tell us of any Problem or make suggestions to better their experience with us, please make an appointment in the admin office and hand in and Agenda of discussion points.
14. Please keep your personal valuable belongings safe at all times, PCD does not accept any liability with regards to lost or stolen items.
15. Students and their parents are responsible for their own Medical, Life and Work Insurance.
16. Students and their parents are responsible to arrange transport to and from practical sites.
17. No individual or group or other institution is allowed in any circumstance to post on any social media platform any content, or incident without the written consent of PCD College and any other individual that is in a picture or in a video or are referred to in any way what so ever. Neither are you allowed to record any discussions or classes whatsoever.
18. Because of the nature of our business, all students are required to wear appropriate neat clothing and closed toed shoes (such as sneakers) at all times when attending class and entering the College.

I _____ have read and accept the terms and conditions of PCD College (PTY) Ltd.

Signature: _____ Date: _____

Signature of Person responsible for payment: _____ Date: _____