

PCD College Enrolment Form

Basic Plumbing Course	Advanced Plumbing Course	Solar Geyser & Heat pump Course	Basic Electrical Course	Advance Electrical Course	City & Guilds 2 ½ Year Course	Pre trade Preparation Course
-----------------------	--------------------------	---------------------------------	-------------------------	---------------------------	-------------------------------	------------------------------

Student Names and Surname	
Name called by	
ID Number	
Home telephone number	
e-mail address(student)	
Cell number (Student)	
Emergency Contact Person Name(Parent) And e-mail address	
Emergency Contact Person Cell number	
Residential Address	
Postal Address	
Special Needs	
Accommodation	YES / NO – if yes please bring your own bedding, blankets, sheets, pillows & towels
Food Allergies	
Signature Parent(if student is younger than 18)	
Signature Student	
Date	

Checklist

2 x Certified Copies of your ID Document	
2 x ID Photos	
Short CV	
Certified Copy of your Highest Qualification.	
Signed Enrolment Form	
I have read and understood the House and College Rules	
I have read and understood the Terms and Conditions of PCD college	Signature of Student
	Signature of Parent if Student is younger than 18.
The above documents are needed to register	you on Construction Cota's website

Bank Details:

PCD School

ABSA Cheque account 4064843458

Branch Code: 632005

Ref: Student name and Surname



PCD College Terms and Conditions.

1. The College Fees are final and cannot be negotiated.
2. All fees are payable on the terms provided. (Addendum A)
3. For the Basic, Advanced and Solar courses all fees are payable at the latest a week before the course starts.
4. Accommodation is payable a week before the course starts.
5. No refunds will be given, you are welcome to come and do your course in the future if you can no longer do it now for whatever reason.
6. Any and all of the College properties are used at your own risk, PCD College, It's directors or staff members 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 18 Louis Trichardt street, Hostel 1 – 111 Louis Trichardt street, Hostel 2 – 41 Louis Trichardt Street Mayville and Hostel 3 – 7th Avenue, Wonderboom – South.
7. We are a Narcotic and Alcohol **FREE** College an 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 that you enrolled for.
8. NO Ladies allowed on the Hostel Premises at any time.
9. No person other than the student is allowed on the premises to use any facility on the premises.
10. No smoking is allowed in the rooms or hostel buildings or College Campus building, designated smoking areas are marked.
11. 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.
12. When working off site, students are to revert to the site rules as well as PCD College Terms and Conditions.
13. When working on site the student does **NOT** get paid, he is simply there to gain practical experience to complete his qualification.
14. It is each students own responsibility to get to and from site.



15. 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.
16. The menus are drawn up, with input from the long term students and are revised once a year, in June.
17. 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.
18. Each long term student is handed a key to their room and a remote to the gate for their hostel the Charge for the key is R50.00 replacement charge is R50.00 the remote is R300.00 and the replacement fee is R300.00. Please keep your key and remote safe. If you lose it or forget it you will be charged as stated above.
19. PCD College have full access to all rooms 24 hours 7 days a week. This access is only for your own safety. We need to be able to get in to your room if we feel you need help or have reason for concern. We will access your room 2 staff members at all times.
20. Please keep your personal valuable belongings locked up in your room at all times.
21. Laundry is done once a week and it is the student's responsibility to ensure he puts his laundry at the allocated place on the right day. We don't take responsibility for mishaps during washing or ironing we do your laundry at your own risk, to the best of our ability. All Clothes must be marked clearly and placed in to a clearly marked laundry bag. (No black refuse bags allowed).
22. Students and their parents are responsible for their own Medical, Life and Work Insurance.
23. All students using the accommodation will be provided with a check list on moving into their new rooms you will go through the room together with a PCD College representative to ensure everything is in place, when you leave the same process will be followed any damage done to the room or furniture in the room or bathroom will be for the account of the student.

I _____ (full name and Surname of Student)
 _____ (ID Nr of Student) have read and understand the terms
 and conditions of PCD College I also here with undertake to accept and abide by the Terms
 and conditions of PCD College.

Signature of Parent /Guardian if younger than 18:

years _____ ID nr: _____

Full Name & Surname of Parent or Guardian _____

