ENROLMENT CONTRACT 2026

Student Information:

Name :

Surname:

ID Nr:

Contact:

Address:

E-Mail:

Choose your courses:

Courses:	Price	Tick	Course Start Date
Basic Plumbing Course	R8300		
Basic Electrical Course	R8300		
Solar Water Heating & Heatpump Course	R4100		
Basic Carpentry	R11700		
Basic Fire Fighting Training	R1300		
First Aid Level 1	R1500		
Working At Heights Training	R1300		
Confined Spaces Training	R1600		
Advanced Plumbing Course	R21800		
Advanced Electrical Course	R21800		
Advanced Carpentry Course	R21800		

Full Occupational Qualification Course- Plumbing	R64130		
Full Occupational Qualification Course - Electrical	R64130		
Full Occupational Qualification Course- Carpentry	R64130		
Solar PV Course	R64130		
Heatpump Installer Course	R37100		
Solar Water Heater Installer Course	R37100		
ARPL: Recognition To Prior Learning • Registration Process. • Pre Trade Prep for trade Testing. • Trade Test.	R4300 R8300 R3300		

Medical Information:

Medical Aid Name:

Membership Number:

GP Name & Contact:

Any Allergies/
Special needs:

Emergency Contact Details:

Name: Contact Number:

Address:

Relationship to Student:

Accountable Individual / Employer for Payment:

Name: Contact Number:

Address:

Accommodation Details:

Do you need accommodation (at an additional cost): YES NO

(Should you require accommodation, kindly refer to the accommodation contract)

Supporting documents needed:

Take note these documents are very important, no certification will be issued until all outstanding documents are received.

Proof of Payment attached.	Yes/No
X2 ID Photos.	Yes/No
X2 Certified Copies of ID.	Yes/No
Short CV.	Yes/No
Certified Copy of Highest Qualification.	Yes/No
Visa / Study Permit (International students only)	Yes/No

Terms & Conditions:

This document outlines the terms and conditions for students at PCD College.

1. Fees and Payments:

1.1. All college fees are final and non-negotiable.
1.2. Fees are payable according to the provided terms and are subject to changes.
1.3. Course fees are due a week before the course starts.
1.4. Accommodation fees are also due a week before the course starts.
1.5. No refunds will be given, but students can defer their course within a year.

2. Liability and Risk:

All college premises and facilities are used at your own risk. PCD College will not be held liable for any injury, theft, or death occurring on our properties, including:

o Main Campus: 651 Veronica Road, Montana
o Hostel 1: 111 Louis Trichardt Street
o Hostel 2: 41 Louis Trichardt Street, Mayville
o Hostel 3: 97 Louis Trichardt Street, Mayville
o Hostel 4: 13 National road Kenley, Sinoville
o Hostel 5: 225 Rivier Street Bon Accord, Pretoria o Any additional college property or site

3. Substance Policy - Zero Tolerance:

3.1. Zero tolerance policy for narcotics and alcohol.
3.2. K9 units may search your room and belongings, even if you are not present.
3.3. Random drug, alcohol tests & room searches may be conducted.
3.4. Possible dismissal and liability for full course fees if policy is violated.
3.5. All external training sites may also have their own policies in this regard.

4. Smoking Policy:

Smoking is strictly prohibited in all college buildings and hostels and only allowed before work, during lunch and after hours in allocated smoking areas

5. Hostel Rules:

5.1. No guests on the premises. Only family members are allowed when dropping students off, but they are not allowed in the rooms. No sleep overs of any kind, lights out at 22:00 daily.
5.2. Only students can use facilities on the premises.
5.3. Smoking only allowed in designated areas.
5.4. No unauthorized electrical/gas appliances allowed in rooms.

6. Practical Training:

6.1. Students must adhere to site rules and PCD College terms.
6.2. No payment for practical training; it's for gaining experience.
6.3. Students responsible for transportation costs to practical sites.

7. Hostel Policies:

7.1. Food menu revised annually with student input.
7.2. Complaints/suggestions should be made in writing.
7.3. Students responsible for laundry and securing valuables.
7.4. Annual hostel rental fee is non-refundable.

8. Room Access and Responsibility:

8.1. PCD College has 24/7 access to rooms for safety concerns.
8.2. Students responsible for damages or losses.
8.3. Room inspections conducted at move-in and move-out, rooms to be kept neat & tidy by occupants.

9. Insurance:

9.1 Students and parents/guardians responsible for medical, life, and work insurance.
These terms and conditions are designed to ensure a safe and productive learning environment for all students.

10. Site Rules Compliance:

When working off-site, students must follow both the site's rules and PCD College's Terms and Conditions.

11. Personal Protective Equipment (PPE):

PPE must be worn at all times where required. Students are responsible for maintaining and replacing their own PPE as needed.

12. Practical Site Placement:

Students without a practical placement must report to the college for reassignment or to receive alternative tasks.

13. Personal Belongings:

Students must safeguard their personal items. PCD College is not responsible for lost or stolen belongings.

14. Social Media and Recording Restrictions:

No student or outside party may post content, including photos, videos, or incidents related to PCD College, on social media without prior written consent from the college and all individuals involved.

Recording of classes or discussions is strictly prohibited.

15. Familiarity with College Rules and Disciplinary Code

15.1. **It is the responsibility of the student to make themselves fully familiar with the content of the College Disciplinary Code**
15.2. All College policies, procedures, rules, regulations, and the Disciplinary Code form an integral part of this contract as if fully set out herein.
15.3. **A student's failure to familiarise themselves with the College Disciplinary Code and/or any College Policy or Procedure shall not excuse or protect them from disciplinary action in the event of any breach thereof.**
15.4. The student shall strictly adhere to all safety regulations and instructions issued by the College at all times. Non-compliance shall be deemed serious misconduct and may lead to disciplinary action.
15.5 Furthermore, the College is hereby indemnified from any liability arising from injury or illness caused by a student's failure to comply with safety measures.
15.6. Incident reports must be done **within 24 hours** of the incident occurring at info@pcdc.co.za .
15.7. If you become pregnant you have to inform us immediately in writing to info@pcdc.co.za.
15.8. If a Stipends is part of your program, **you will not be paid** for days you do not attend. Stipends will also be docked for late arrivals, early leaving from work sites
15.9. Any theft or unauthorized removal of property belonging to PCD College is strictly prohibited. Any individual found guilty of theft will be subject to consequences.

16.Assignment & POE submissions:

Students are responsible for submitting all tasks, POE's (Portfolio of Evidence) & other required work by deadlines. Deadlines may change due to unforeseen circumstances, students will be notified in writing / designated Whatsapp groups should changes occur.

17.Any complaint or suggestion must please be made in writing and be sent to kb@pcdc.co.za, we have an open door policy and want the individual/students to share their concerns or suggestions on how to improve their experience with us.

As you know working as a Plumber pose certain health risks especially when work in and around drainage systems, it is for this reason we suggest and gently urge you to get vaccinated to prevent Hepatitis B and Tetanus toxoid.

Please take note, NO certification will be done should there be outstanding funds.

PCD College PTY (Ltd)
Absa Cheque account: 4064843458
Branch Code: 632005
Reference: Your name and Surname and what course you are enrolled for.

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

Signature: _____.
Date: _____.

Signature of Person responsible for payment: _____.
Date: _____.