

1. LEARNER INFORMATION

1.1 LEARNER BIOGRAPHICAL INFORMATION

Home language English Afrikaans Sotho Other

If other Specify

Communication via Email Post Home Address

TITLE: MR MRS MS DR OTHER

Surname :

Full Names :

ID Number :

Nationality: SA OTHER

Race: WHITE AFRICAN COLOURED INDIAN

Gender: MALE FEMALE

MARITAL STATUS:

SINGLE MARRIED MARRIED DIVORCED WIDOWED

*In community
Of property*

*Out of community
Of property*

1.2 CONTACT INFORMATION

Telephone number:

Example: 012 345 6789

Cellphone number:

NB: SMS messages will be sent to this number

Email address:

1.3 Residential Address

Physical Address:

Complex Name :

Street Name :

Suburb/District :

Country :

1.4 Postal Address (if different from residential address)

Postal service : PO Box Private Bag

Postal Number:

Suburb/District:

City :

Country :

1.5 Details of Citizenship (international applicants only)

Citizenship :
**Passport number/
ID number** :
Passport Issue date: **D D** **M M** **Y Y Y Y**
 - -
Place of Issue :

Work Experience

Are you Employed Yes: No:
 Full Time Part-Time Contract Unemployed At school
 Name of Employer :
 Company Name :
 Telephone Number of Employer:
 Cell of Employer :
 Email Address of employer:
 Address of Employer :
 Suburb/District :
 Country :

1.6 COURSE(S) APPLIED

Business Computing

Computer Basics:	<input type="checkbox"/>	Certificate:	<input type="checkbox"/>	Advance Certificate:	<input type="checkbox"/>
Full Qualification	<input type="checkbox"/>	Diploma: Full	<input type="checkbox"/>	Qualification:	<input type="checkbox"/>
Administration: Data	<input type="checkbox"/>	Capture:	<input type="checkbox"/>		
MS Word:	<input type="checkbox"/>	MS Excel: MS	<input type="checkbox"/>	Access: MS	<input type="checkbox"/>
MS Outlook: Internet &	<input type="checkbox"/>	Email:	<input type="checkbox"/>	PowerPoint:	<input type="checkbox"/>

Microsoft Courses

IT Pro: Microsoft Specialist 2010: Microsoft Specialist 2013:

Internet and Computing Core Certificate Courses

IC³ Global Standard 4: IC³ Global standard 5:
 Entrepreneurship & Small Business:

1.7 Branch to Attend

Welkom <input type="checkbox"/>	Hoopstad <input type="checkbox"/>
Oredaalsrus <input type="checkbox"/>	Wesselsbron <input type="checkbox"/>
Bultfontein <input type="checkbox"/>	

2. PARENT OR GUARDIAN INFORMATION

2.1 PARENT/GUARDIAN INFORMATION (TO BE COMPLETED BY PARENT/GUARDIAN WHERE STUDENT IS UNDER 18 YEARS OLD)

TITLE: MR MRS MS DR OTHER

Choice of language English Afrikaans Sotho Other

If other Specify

Communication via Email Post Home Address

Surname :

Full Names :

ID Number :

Nationality: SA OTHER

Race: WHITE AFRICAN COLOURED INDIAN

Gender: MALE FEMALE

MARITAL STATUS:

SINGLE MARRIED MARRIED DIVORCED WIDOWED

*In community
Of property* *Out of community
Of property*

PLEASE ATTACH CERTIFIED COPY OF ID

2.2 Contact Information

Telephone number:

Example: 012 345 6789

Cellphone number:

NB: SMS messages will be sent to this number

Email address:

2.3 Residential Address

Physical Address:

Complex Name :

Street Name :

Suburb/District :

Country :

Please attach the proof of Address

2.3 Payment Details

Who is responsible for your school fees?

SELF PARENT GUIDIAN | OTHER

Name of Person Responsible for your Fees :

Surname of person responsible for your fees :

Physical Address:

Signature:

Date:

Total cost for the course:

Monthly Installment Amount:

Amount in Words:

Payment date :

Please make sure that following documents are attached

Certified ID of your identity/passport document

Proof of address

Certified ID of your identity/passport document of your parent or guardian (**IF YOU ARE UNDER THE AGE OF 18YEAR**)

Proof of your parent/guardian address (**IF YOU ARE UNDER THE AGE OF 18YEAR**)

N.B.-Please read this carefully before signing

I, the applicant, and
.....(the parent/guardian–
in case the student is under the age of 18 years) hereby:

- (a). Declare that all information in this document is true and correct.
- (b). Grant permission to Pulakgadi training Consulting to enquire about and verify my qualifications already obtained, or any other information entered on this application form.
- (c). Grant permission to Pulakgadi training Consulting to enquire about and verify my Employment or Working experience entered on this application form.
- (d). Declare that all information in this document is true and correct and that I voluntarily provide Pulakgadi training consulting with the information contained in this document, and consent to Pulakgadi training Consulting - collecting this information and processing this information to enable Pulakgadi training consulting to consider and process my application.
- (e). acknowledge that in the event that the attached documents and/or information, as contemplated in clause (c) above, are found to be fraudulent, Pulakgadi training Consulting reserves its right, in its absolute and sole discretion, to withdraw my admission Pulakgadi training Consulting
- (f). acknowledge that I am submitting this application freely and voluntarily. If I am a legal minor, I confirm that my legal guardian/parent is fully aware and supportive of my application to this institution.
- (g) Understand that acceptance of my application does not obligate me to study at this institution, nor does it imply that I am automatically regarded as a student, until I have formally registered as such and have paid the required fees, as stipulated by Pulakgadi training Consulting Guidelines.

REFUND POLICY

- Payment of the registration fee (20%) of the course fee secures a place on the course. It is non refundable.
- A registration fee for a course is payable immediately before commencement of the course, and it is non-refundable.
- Pulakgadi Training Consulting cannot be held liable for any stolen books and any stationery, and the money for books is non-refundable.
- No certification will be issued out until all fees are paid.
- 12% interest is charged on late payments and activated from the after seven(7) days waiting period
- No refund will be issued for any payment made.

CANCELLATION POLICY

- A student can withdraw from the course before classes commences and immediately enroll for another one with no financial penalty.
- A student who notifies the college about the withdrawal 2 days before classes commence with no intention of registering for another course will be charged 25% of the course fee, and expected to return all books, stationery issued to him/her.
- Books or any stationery borrowed to the student should be returned to Pulakgadi Training Consulting immediately after cancellation of course, and should they be found to be in a non reusable condition the student will be held liable, and therefore shall pay the actual cost of the same.
- Should a student withdraw from the course within the first week after classes have commenced, the student will be liable to pay 50% of the course fee, the value of all books, stationery or equipment issued to the student and not returned.

CERTIFICATION POLICY

The organizational policy on certification requires that all learners that complete skills program or qualifications, be certified.

Such learners will have to be fully competent for 6th unit standards that make up the skills program or qualification.

Accordingly, all the learners are expected to file a POE with the organization for assessment. Once assessment is successfully completed, the Training Manager will ascertain whether a learner owes the organization any outstanding fees.

No certification will take place without a learners fees being fully paid.

Graduation Policy Terms and condition

- Graduation Ceremony shall take place every year in October provided there is a minimum of 40 student who qualify for such graduation.
- A student is allowed to bring only two people to the graduation ceremony
- Each student must provide his/her own Gown and Hat
- Pulakgadi training consulting will provide each graduate with the belt
- The due date for the graduation fee/money will be a month before the graduation day
- The graduation money is payable in instalments, the cut date to be terminated by Pulakgadi Training Consulting
- A student's fee must be less than R500 for him/her to graduate.
- Only students who have completed their course will graduate
- Only Students who paid their full study/tuition and graduation's fee will be allowed to graduate
- No payment will accepted after the cut date on which graduation's fee is expected to have been paid.
- Student who arrive late or arrive after the graduation starting time at the graduation ceremony will not be allowed to enter the graduation venue
- Student who fail to behave at the graduation ceremony will be sent home and will no longer be part of the ceremony.
- A student that decide that he/she is no longer part of the graduation ceremony after the due date of the graduation payment he/she will forfeit the graduation money, due to the arrangement that will have been taken place *e.g. Booking Hall, Catering, making of belts etc.*
- If a student decide that he/she is no longer part of the graduation ceremony before the payment due date of the ceremony and owns the schools fees, the money paid for graduation will be redirected to the school fees immediately, if him/her does not own the school will be refund only on the date detimid by PTC
- Pulakgadi Training Consulting reserves the right no to have graduation ceremony.

Student Signature : Parent/Guardian Signature:.....
 Date : date:.....

I.....(the applicant) and (the parent/guarding) agree to the terms and condition defined in this document

 Student Signature
 Date:

 Parent/ Guardian Signature
 Date:

Banking details of Pulakgadi Training Consulting

Bank Names	Netbank (only for student who attend at Welkom)	ABSA (Only for student that attend outside Welkom)
Account Number	1134430647	4092804747
Reference Number:	(Your Initials and Surname)	(Your Initials and Surname)

NB: No cash payment is allowed, all payment will be made at the bank.