

**ENROLMENT FORM****PERSONAL DATA**

NAME	Last name	First name	Middle Name	Nickname
ADDRESS	No. & Street	Barangay/District	Town/City	Province
CONTACT NOS.	Residence	Mobile	EMAIL	
DATE OF BIRTH	MM/DD/YYYY	AGE	GENDER	
CIVIL STATUS	No. of Children	HEIGHT	WEIGHT	

**EDUCATIONAL ATTAINMENT**

	School	Course	Date Graduated
ELEMENTARY			
HIGH SCHOOL			
COLLEGE			
OTHERS			

Casino Dealing       Slot Machine Technician

CPCD PROGRAM \_\_\_\_\_

START DATE \_\_\_\_\_

END DATE \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_

TUITION FEE \_\_\_\_\_

**CANCELLATION AND TUITION FEE REFUND**

A. Admission or enrolment of a trainee may be cancelled and subsequently payment shall be forfeited, when:

1. An applicant/trainee provided false and incomplete information and submitted falsified and erroneous documents.
2. An applicant/trainee whose behavior, conduct and demeanor are detrimental to himself, to others and/or to PAGCOR.
3. An applicant/trainee engages or participates in unlawful and illegal activities.

B. A trainee may be granted refund of tuition fees upon submission of a written request for cancellation addressed to HRDD/TDU from the trainee/sponsor under the following conditions:

Date/ Period when Written Request is submitted/received	Amount of Refund
At least seven (7) days prior to the start of class	100% of Paid Tuition Fee
Less than seven (7) days prior to the start of class up to one (1) day before the start of class	Paid Tuition Fee less Php 1,000.00
On the 3 <sup>rd</sup> and 5 <sup>th</sup> training day of SMTC and CPCD, respectively	<p>For CPCD: Paid Tuition Fee Less Php 1,000.00 per attended training day</p> <p>For SMTC: Paid Tuition Fee Less PHP 2,500 per attended training day</p>
After the 3 <sup>rd</sup> and 6 <sup>th</sup> training day of SMTC and CPCD, respectively	No refund

**\*The reckoning date for the date of cancellation shall be based on the date when the written request was received by HRDD/TDU, while “start date of the class” is indicated in the checklist/enrollment form with the enrollee’s conformity.**

### **MAKE-UP CLASS/SESSION**

A trainee shall be required to undergo make-up class/es, if:

- a. he/she fails to attend 24 training hours or more in CPCD and more than 8 hours in SMTC; **OR,**
- b. he/she obtains a below average competency rating

Prior to OJT for CPCD and on the 5<sup>th</sup> day for SMTC, the trainee shall be apprised on the need for make-up sessions due to absences and below average level of competency.

- a. Upon agreement on the number of required make up class, the trainee shall pay in full the corresponding fee – Php1,000/day for CPCD and P2,500/day for SMTC. The make-up sessions shall not commence until full payment has been settled.
- b. Trainees who opt NOT to undergo the make-up sessions shall not be eligible for OJT, hence, shall be ineligible for graduation and shall not be issued a Certificate of Competency. All paid tuition fees shall be forfeited.

## **PRACTICE OR REFRESHER SESSIONS**

Graduates of the CPCD/SMTC may avail Practice or Refresher sessions under the following conditions:

1. Practice/Refresher sessions may be availed within one (1) year from date of graduation free of charge.
2. **a. CPCD:** Entitlement to a total of eight (8) hours of practice/refresher sessions at four (4) hours per day for two (2) days or two (2) hours per day for four (4) days.  
**b. SMTC:** Entitlement to a one day of eight (8) hours of practice or refresher sessions.
3. Practice/refresher sessions after one (1) year or more from date of graduation shall require a payment of Php 500.00 for every 4-hour session for CPCD and Php2,500.00 for one (1) day of eight (8) hour session of SMTC.

The graduate shall submit a request letter addressed to the Head of the TDU to avail the refresher session **at least two (2) weeks prior to intended date** of sessions. TDU shall notify the graduate on approval/disapproval in writing and through phone. If approved, the graduate shall be advised of schedule and pertinent procedure.

## **TERMINATION OF ENROLMENT**

TDU-HRDD reserves the right to terminate a students' training for unsatisfactory progress, non-payment of tuition fee or failure to abide by established standards of conduct.

## **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the enrolment form dated \_\_\_\_\_, which contains information on start and end of classes, training fees, cancellation and tuition fee refund, make-up sessions and practice sessions.
2. I have carefully read and received an exact copy of this enrolment agreement.
3. I understand that my enrolment may be terminated if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in this enrolment form and that my financial obligation to the school must be paid in full before a certificate may be awarded.
4. I understand that TDU-HRDD does not guarantee job placement to graduates upon program completion or upon graduation.

I hereby certify that the above information is true and correct to the best of my knowledge. Further, that I have read, understand and shall abide by the terms pertaining to the start and end of classes, training fees, cancellation and tuition fee refund, make-up sessions and practice sessions stipulated above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date