



**PECANWOOD**  
**COLLEGE**  
*Prepared for Life*

# APPLICATION GUIDE

The below guide will make applying for your child's future education an easy process to follow.



## Tips to know before you get started:

- This application portal works best on Chrome
- If your credit card doesn't work, please check that it is registered for 3D Secure Payments
- Any documents uploaded should not be larger than 2MB in file size
- You can download Adobe Acrobat X Pro to reduce the size of the file (File > Save As > Reduced Size PDF)
- Always take note of your unique reference numbers provided such as Lead and/or Application numbers which begin with the prefixes LD or AP
- Have a digital copy of these documents ready to upload;
  - Your ID and your child's Birth Certificate
  - ID of person responsible for fees (if different to parent)
  - Your child's latest academic school report



Visit [www.pecanwoodcollege.co.za](http://www.pecanwoodcollege.co.za)

Click **APPLY**

## HAVE A LEAD NUMBER

This is the reference number you would have received via SMS or email if you have enquired before, either via our website or Admissions Officer. (e.g. LD100XXXXX)

## NO LEAD NUMBER

If Parent/Guardian has not completed their contact details before.

Select **ENQUIRED EARLIER**

**ENTER LEAD NUMBER AND EMAIL ADDRESS**

Which you filled in on your original lead / enquiry form

**GRADE SELECTION**

Information will be pre-populated from details already provided when you completed the enquiry form

**STUDENT**

Ensure captured details are correct and upload birth certificate, latest academic school report and photo

Select **NEW APPLICANT**

**GRADE SELECTION**

Enter school phase, child's grade and year of intake

**STUDENT**

Complete Student details and upload birth certificate, latest academic school report and photo

**PARENT / GUARDIAN**

Upload Parent/Guardian ID

Please note that the contact details captured for Parent/Guardian 1 will receive application communication and will be responsible for the acceptance of the Online Enrolment Offer Letter

**APPLICATION FEE PAYMENT**

The R250 non-refundable application fee is payable online via the PayU gateway

**COMPLETION & USER LOGIN DETAILS**

Congratulations, you have now successfully applied. Confirmation will be sent via email. Your application Username and Password will be provided. An Admissions Officer will be in contact shortly.



If you're experiencing any difficulties with the application process, contact us on

**012 001 7118**

