

CANADIAN INDEPENDENT COLLEGE Of GHANA

IST FLOOR, SPECIAL PLAZA 1, LAGOS AVENUE, EAST LEGON.

PBM L 39, UNIVERSITY POST OFFICE, LEGON-ACCRA.

Tel: (+233) 21 286 060/ 0243 283 371/0208 845385 Fax (+233) 21 286 060

www.ghanacic.com

METHOD OF APPLICATION

1. Purchase application forms, complete and submit them to the admissions office.

*1st Floor
Special Plaza 1
Lagos Avenue
East Legon-Accra*

*2. Please attach to the completed forms, your
Last two years Terminal Report
Known examinations results
Two (2) passport size photographs
Photocopy of your birth certificate or
Bio-page of Passport*

3. You will be examine after a successful interview

*4. The examinations will be in two (2) parts
i. English
ii Mathematics*

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ENTRANCE EXAMINATIONS

APPLICATION FORM

1. *Surname:*

.....
.....

2. *First names:*

.....
.....

3. *Date of Birth:* 4. *Place of Birth*

.....

5. *Nationality:* 6.

Sex:

7. *Residential Address:*

.....

8. *Postal Address:*

.....

9. *Home Tel:*

.....

.....

10. *Parents/Guardian full name:*

.....

11. *Occupation:*

.....

12. *Business tel no.:* 13. *Mobile:*

.....

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14. *Emergency contact number:*

.....

15. *Name of Present/Last school :*

.....

16. *Which Grade are you applying for? (Tick one)*

Grade 9 Grade 10 Grade 11 Grade 12 Pre-University

17. *Expected entry date:* *boarding* *or day*

18. *How did you hear of CIC? (Tick one)*

News paper Television Handbill Radio From a friend Banner

APPLICATION FOR ADMISSION

STUDENT DETAILS

1. *Surname:*

2. *First Names:*

3. *Date of Birth:* 4. *Place of Birth:*

4. *Nationality:* 6. *Sex:*

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7. *Language(s) in which child has been educated?*

.....

PARENTS & GUARDIAN DETAILS

8. **FATHER'S full name:**

.....

...

9. *Nationality:* 10. *Language(s) spoken at home:*

.....

10. *Residential Address:*

.....

11. *Postal Address:*

.....

12. *Occupation:* 13. *Office Tel no.:*

.....

14. *Home Tel no* 15. *Mobile:*

.....

16. *Email:* 17. *Fax:*

.....

18. **MOTHER'S full name:**

.....

19. *Nationality:* 20. *Language(s) spoken at home:*

.....

21. *Residential Address:*

.....

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APPLICATION FOR ADMISSION

22. *Postal Address:*

.....

23. *Occupation:* 24. *Office Tel. no.:*

.....

24. *Home Tel no.:* 25. *Mobile:*

26. *Email:* 27. *Fax*

.....

27. **GUARDIAN'S full name:**

28. *Nationality:* 29. *Language(s) spoken at home:*

30. *Residential*

Address:

31. *Postal Address:*

.....

32. *Relation to student:*

33. *Occupation:* *Office Tel no:*

34. *Home Tel no.:* 35. *Mobile:*

36. *E-mail:* 37.

Fax:

38. *Emergency contact no.*

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APPLICATION FOR ADMISSION

Reasons for leaving your school.

*Full name of
Parent/Guardian.*

Signature

Date

FOR OFFICIAL USE ONLY

Application & Other forms acknowledged?..... Yes *No*

Registration & Admission fees received?..... Yes *No*

Admission Date

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Admission No.		
_____	_____	_____
Registrar's Name	Signature	Date

APPLICATION FOR ADMISSION

PAYMENT OF FEES:

Exchange Rates:

All fees quoted in the US.\$ are also payable in Cedis and charged at the Cedi equivalent of the prevailing exchange rate (ask the school cashier for the exchange rate).

Admission Fees:

Successful applicants would be issued with admission letters before school fees and other related cost are paid. The admission fee shall be paid only when student gain admission to the school.

Tuition & Tutorials.

This shall be paid once a year. There are three terms in a year.

Transfer:

*Parents who make foreign or local bank transfers to the school's account should forward a copy of the transfer advice to the Accounts Office of the school for receipt to be issued to them. Transfer advice must state student's name. **All bank transfer charges must be paid by the parents.***

Cheque Payments:

*All payments by cheque or bank draft drawn on either local or foreign banks should be made to the school's Cashier. The cheques should be made out to "**CIC EDUCATIONAL CONSORTIUM LIMITED**".*

If a cheque sent for collection attracts extra charges, the school will ask the parent to pay them.

Bank Account.

Details of the account address can be obtained from the Cashier.

Fee Policy

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1. *Tuition fees and admission fees once paid are non refundable.*
2. *A full year's fees are payable irrespective of the actual date of admission, re-entry or withdrawal.*
3. *All new students **MUST** have their admission fees paid prior to enrollment.*
4. *The directors reserve the right to raise the scale of fees during the course of the school year. In such instance advance notice will be provided to parents before any changes in fees are made.*
5. ***DISHONoured CHEQUES WILL ATTRACT A 10% PENALTY OF THE FACE VALUE OF THE CHEQUE.***
6. *Where students will be absent for a full term or up to a full academic year and parents wish places kept, fees must be paid in full for the period of absence; or otherwise students will be considered as new entrants and admitted when a vacancy occurs, on a payment of a new admission fees. Places cannot be held for periods of over one year.*
7. *Three months written notice is required of withdrawal. If no such notice is given, a term's fee must be paid in lieu thereof. Exemptions to this rule may be made at the discretion of the Principal, if withdrawal is made necessary by transfer by unforeseen transfer of parents. In any case, written notice must be given as soon as plans are known.*

OTHER COSTS

- Parents/Guardians should note other expenses such as

1. *School Uniform and sports kits*
2. *Text books and Notebooks*
3. *Educational Trips (optional)*
4. *Lunch for day students (optional)*

PARENT/GUARDIAN'S CONSENT

I agree to abide by the above regulations.

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*Full name of
Parent/Guardian*

Signature

Date