



Application Form Primary / Secondary School 2021/2022

Bilingual Primary class 1. 2. 3. 4.

Bilingual Secondary class 5. 6. 7. 8. 9. 10.

After School Care Wednesdays Fridays

Kindly tick specification!

Application submission Date: _____

Date of commencement: _____

Expected length of stay:

Photo

Family Name and First Name of Pupil:

Birth Date: _____

Nationality: _____ **Place of Birth:** _____

Mother Tongue: _____ **Religion:** _____

Second Language: _____ **Third Language:** _____

Previous Schools (please attach copies of certificates) _____

Place: _____ **Year/Class/Level:** _____

Does your child have any special educational need (LRS; Dyscalculia; etc.)?

yes no

If yes, which need(s)? _____

***Please, take note that, if the school should discover the need for support later, or the need for support was not mentioned beforehand, the school would reserve the right to re-examine the child’s ability for school enrolment.**

Does your child suffer from any allergies? no yes

If yes, which allergies? _____

Does your child have any chronic diseases? no yes

If yes, which diseases _____

Full Name of Parents or Guardian (responsible for student’s education)

Mother _____ Profession _____

Mobile _____ Tel. private _____

Office _____ E-Mail _____

Employer _____

Father _____ Profession _____

Mobile _____ Tel. private _____

Office _____ E-Mail _____

Employer _____

Postal address Ghana _____

Residential address _____

Legal guardian Father and Mother Father Mother

Invoice address

Invoice is paid by _____

The invoice is paid by the family ____% Employer____% other____% Total 100%

Invoice to be sent to _____

Bank account (for refund) _____

In case of emergency please call this number.

(The school is member of WARA. Accident insurance for the individual pupil, is not provided by the school.)

Name _____

Tel. Mobile _____ Tel. private _____

The school fees may be increased at the beginning of the academic year / Semester. A child is considered duly registered; only after the interview has taken place and the **registration fee** as well as the **admission fee**, have been settled before commencement of school. Half of the school fees must also be paid in advance, before starting school/by 1 August of the respective school year. There could be some additional costs for special activities and offers.

Please note that the notice period for withdrawal/termination is two months in advance in the course and at the end of the academic year.

Notice should be given not later than 1st of May, before beginning of a new academic year.

Failure to comply will attract additional fee of two months of school fees amount for the child / children in particular.

There will be a trial schooling until the autumn holidays. Only after the trial schooling will there be a final decision on admission.

Date _____ Signature 1 _____

Date _____ Signature 2 _____

Kindly enclose a copy of the following documents to your registration:

- Vaccination certificate / weighing card for the child/children
- the last two reports of the child/children
- Special pedagogical reports, if applicable
- valid passport/s of the child/children
- valid passports, IDs and driver's license of Parents
- Proof of address (copy of water or electricity bill in the name of the school fees payer or copy of rental agreement etc.)
- For employees: "Letter of Introduction" from employer
- For self-employed: Name and address of the company, with Company Registration No., TIN No., VAT No. etc.

<i>For internal use only!</i>		
<input type="checkbox"/> School Certificates	<input type="checkbox"/> Attachment(s)	<input type="checkbox"/> Report(s)
<input type="checkbox"/> Interview.....		<input type="checkbox"/> Registration/Admission fees
<input type="checkbox"/> Identification documents		
Remarks:.....		
.....		