

Please Attach  
Recent Photo



(Nursery & Kindergarten)

**FOR OFFICE USE ONLY**

Date:  
Account No:  
Registration Fee Paid:  
Assessment Fee Paid:  
Admission Fee Paid:  
Necessary documents:

**Student's Full Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Birth date: *dd* / *mm* / *yy* (M/ F)

Student's Home Address: \_\_\_\_\_

Languages: \_\_\_\_\_

Ethnicity: Ghanaian/ West African/ Asian/ Indian/ European/ American/ Middle East/ Other: \_\_\_\_\_

Contact person in case of emergency: \_\_\_\_\_ Phone #: \_\_\_\_\_

The person who will pick up the child: \_\_\_\_\_

Breast Feeding: Yes / No      Walk: Yes / No      Diaper Trained: Yes / No      Can Eat Alone: Yes / No

<p><b>Father/ Male Guardian (Relation: _____ )</b> Name (Mr./Rev./Dr.) _____ Nationality: _____ E-mail: _____ Final School Attended: _____ Occupation: _____ Job Title: _____ Mobile Phone: _____ Religious Preference: _____ Member of Church: _____</p> <p><small>** Email information is very important. School only communicate with parents through emails and letters.</small></p>
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<p><b>Mother/Female Guardian (Relation: _____ )</b> Name (Mrs./Dr.) _____ Nationality: _____ E-mail: _____ Final School Attended: _____ Occupation: _____ Job Title: _____ Mobile Phone: _____ Religious Preference: _____ Member of Church: _____</p> <p><small>** Email information is very important. School only communicate with parents through emails and letters.</small></p>
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**Please circle the followings if applicable:**

Child Lives with: Both Parents / Father / Mother / Stepfather / Stepmother / Guardian / Other: \_\_\_\_\_

Do you have any sibling(s) who is(are) attending GICA? Yes/ No

**FINANCIAL RESPONSIBILITY**

Financial Responsibility by: Father/ Mother / Guardian / Other (Name: \_\_\_\_\_)

Contact Number: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Did you attend any Creche or Nursery before?

Name of the School: \_\_\_\_\_

Location: \_\_\_\_\_

Duration: \_\_\_\_\_

**ADDITIONAL INFORMATION**

How did you learn about GIU International Christian Academy?

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May we use your student's individual name and/or individual visual image in any GICA internal and external communications (e.g. website, newsletters, advertisements, press releases, media events, etc.) for marketing and public relation purposes? Yes / No

List known allergies, food restrictions, physical, emotional, or behavioral disorders, and regularly administered medications:

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Does the child have an ADHD (Attention Deficit Hyperactivity Disorder)? Yes / No

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Please indicate any other information you feel would be helpful to us in evaluating the student.

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**EXTRA SERVICE**

Before Care: \_\_\_\_\_ After care: \_\_\_\_\_

\*\* If you want bring your child who is under 3 years before 7:00am, then Before Care fee will be charged.



**MEDICAL FORM  
PERSONAL DETAILS**

NAME OF STUDENT	
FATHER'S NAME	
MOTHER'S NAME	
EMERGENCY CONTACT:	

**MEDICAL HISTORY**

ALLERGIES	
CHRONIC DISEASE	
ANY SPECIAL CONDITION	
Currently on medication? What kind of medication is it? (Dosage)	
ANY SPECIAL CONCERNS:	

SIGNATURE OF MEDICAL DOCTOR: .....  
DATE: .....

Thank you for your interest in GIU International Christian Academy. We are excited to see your ward(s) in our school. The following is a notice to all parents/guardians regarding the GIU International Christian Academy admissions process.

### **ADMISSION PROCEDURE**

1. Fill out the application form and all other necessary forms. Submit with all other required documents.
2. After having completed all necessary forms, the school will notify about entrance exam, come to school on entrance exam day.
3. Discuss entrance exam results and have interview with the Principal.
4. Based on the entrance exam and interview results, the ward(s) placement in the school will be determined.
5. If the grade is full, the student(s) will be placed on the waiting list until a space opens up.
6. Following the parents' interview, you will be asked to:
  - ☞ Sign "Parent's Contract."
  - ☞ Pay the Admissions Fee.
  - ☞ Pay one semester's tuition and all other fees.
7. When all fees and documentation has been received, admissions letter will be sent to parents for admissions.

### **ENTRANCE EXAM OR ASSESSMENT**

#### **Pre-nursery to Nursery I (18 months to 24 months)**

Pre-nursery and Nursery school students will take an assessment.

#### **Montessori Kindergarten (3 years to 5 years)**

KG students will take a Literacy Skills and Maths Concepts assessment and Life Skills.

#### **Primary School (Cambridge)**

Primary School students will take an English and Maths entrance exam.

#### **IGCSE**

**Pre-IGCSE** students will take English, Maths, Science and French entrance exams.

**IGCSE students** will take entrance exams in English, Maths, Combined Science, French, and critical thinking skills.

#### **A-Level**

A-Level students will take entrance exams based on the courses that the student(s) wishes to take in A-Level. A-Level students must submit the IGCSE/O-Level results.

The entrance exam will be held on **June 26th, 2024, at 8:30 A.M. SHARP**. Students who do not arrive on time will be prohibited from taking the exam.

## GRADE PLACEMENT

Pre-Nursery: 18 months – 24 months  
Nursery 1: 2 years by 31 August 2024  
Nursery 2: 3 years by 31 August 2024  
Kindergarten 1: 4 years by 31 August 2024  
Kindergarten 2: 5 years by 31 August 2024

Primary 1: 6 years by 31 August 2024  
Primary 2: 7 years by 31 August 2024  
Primary 3: 8 years by 31 August 2024  
Primary 4: 9 years by 31 August 2024  
Primary 5: 10 years by 31 August 2024  
Primary 6: 11 years by 31 August 2024

Pre-IGCSE I: Finished Primary 6  
Pre-IGCSE II: Finished GES form 2 or Pre-IGCSE 8

IGCSE I: Finished GES form 3 or Pre-IGCSE 9  
IGCSE II: Finished IGCSE I (can be promoted according to entrance exam)  
IGCSE III: Finished IGCSE I

A-Level: Finished IGCSE Exam

### Admissions Requirements:

1. For upper IGCSE students: the student should have completed JHS Form 3 with BECE results, Pre-IGCSE (Lower IGCSE), or 9<sup>th</sup> grade in American system school.  
(However, if any JHS Form 2 student wishes to apply for Upper IGCSE, the school will determine the level that the student will be put into after the Entrance Exam.)
2. Transfer Student for Senior High School: a grade report and testimonial letter should be submitted from the previous school and payment slips for previous year payments. The placement of the grade also will be determined according to the Entrance Exam.
3. For home school students: the student's record should be submitted and the school will determine the placement of the child according to the Entrance Exam.
4. If the child completed a certain Kindergarten level or Primary School grade, but the child's age is younger than the grade level, then the child's previous school transcript should be submitted and the child should achieve satisfactory level on the Entrance Exam and assessment procedure for that grade.

#### CHECK LIST for APPLICATION

- Application form is completed with a picture
- A Medical Report by a family doctor
- Previous school payment slip
- Previous school report
- Birth Certificate

## **GUIDELINES FOR PAYMENT**

1. All new students must have their full semester fees and others paid before enrolment.
2. Application and admission fees shall be paid only once by new students. These fees are non-refundable.
3. Fees paid in instalments are to be fully paid before the due dates. If not, then the student should stay at home or may be suspended until all fees are fully paid. Students whose fees are not paid will not be allowed to write their exams until all fees are fully paid.
4. Tuition and boarding fee payment should be via direct payment to the school's account (GCB or Calbank) in the child's full name. A copy of the pay-in slip should be submitted to the administration office (Mon.-Fri. 8:30am – 4:00pm) as evidence that fees have been paid. Screenshots of receipts for mobile transfers can be sent to the office number: 054 082 7530 on WhatsApp for an official receipt to be issued. We accept cash or momo payment for uniforms and textbooks.
5. A semester's written notice (three months) is required prior to the withdrawal of a student. If no such notice is given, one-third of the academic year's tuition must be paid in lieu thereof.
6. Where a student is absent for a full semester or more than a semester in an academic year, if the parent wishes that a slot is kept for their child, then the tuition fee must be paid in full for the period of absence; otherwise the student will be considered as a new entry student and will be admitted when a vacancy occurs on payment of new admission fee.
7. Fees are non-refundable in case of expulsion or in any other circumstance.
8. External examination fees are determined by the Examination Board and are to be paid separately.
9. Parents/Guardians of international students may be required to pay a deposit for medical care.
10. The School Board reserves the right to review the fees at the beginning of the school year.
11. A 10% penalty shall be levied on late payments.

Name of school: <b>GIU International Christian Academy</b>	
Bank: <b>Ghana Commercial Bank (GCB)</b>	Bank: <b>Calbank</b>
Account number: <b>1071130006488</b>	Account number: <b>1400003959963</b>
Swift code: <b>GHCBGHAC</b>	Swift code: <b>ACCCGHAC</b>
Branch: <b>Tema Main</b>	Branch: <b>Tema Industrial Area</b>
<b><i>Kindly note that fee payment can be made through GCB or Calbank. Thank you</i></b>	