

School Advertisement

Student pictures may be used for school advertisement and other school publications such as news letters, websites, school magazine, brochures, TV commercials etc. Students of International Community College may also participate in school competitions and other “outside” school campus activities that will enhance their intellectual, social and ethical grounding.

STEAM School

International Community College is a Christian based international school with the vision of providing quality education grounded in the Christian faith. Its mission is to offer quality education to its students through the provision of a modern resource school.

We aim to create in every student international mindedness, ethical standards and the respect for different cultures and religion. The school main focus is to offer world class, innovative education to its students that will enable its students to be productive, compete in the outside world and to be ethically sound.

The schools involvement and subsequent adoption of the STEAM programme is to enable the student benefit from good initiatives happening on other parts of the globe.

New initiatives can bring needed energy, focus, training and technical skills to a faculty.

This change can also help the school into developing the intellectual potential of each student.

It is the schools aim to use initiatives that will promote our student knowledge and thinking whiles using resources they are familiar with. International Community College defines its STEAM as Science, Technology, Engineering, Arts and Multimedia.



Location Address

Pre-School
4 Kiwi Lane
Community 17
GT-325 3821
Tema West-Accra

Primary & Secondary
BAE 29 Batsonaa
Community 18
GT-328-7598
Tema West - Accra

Mailing Address

P.O BoxSK 1019
Community 13, Sakumono,
Tema, Ghana
info@icc.edu.gh
www.icc.edu.gh

OUR CLASSROOM, THEIR FUTURE



INTERNATIONAL COMMUNITY COLLEGE

Inculcating Intelligence & Character in Students

ADMISSION PACKET



AFFIX PASSPORT
SIZE PICTURE

Name of Student: _____

Index Number: _____

Class Enrolled: _____

Primary & Secondary
British Curriculum
Christian Boarding School



First, complete the application form and get hold of all supporting documents

Admission decision will only be made after you submit all of the appropriate documents and they have been successful reviewed by our Admission Board. Here are the forms to complete and submit as a package to the administrative secretary and which will be submitted to the admissions board.

- ☐ A completed *Application for Admission*.
- ☐ *Official Report Card or Transcripts* from previous school
- ☐ *Results on the Entrance examination* (Arrange a date with the Administrative Secretary for your child to come and write the entrance examination)
- ☐ *Copy of student's passport or birth certificate*
- ☐ Completed *medical form*
- ☐ *Signed Enrollment Contract*
- ☐ *Signed Technology User Agreement*

Second, submit your application materials for review

The Admission Board which comprises the Principal, Academic Head, Head of Counseling, and Key Stage Coordinators will review enrollment applications as soon as we receive all of the required materials (above). Within a week we will be in touch with you about your application and schedule an on campus interview.

Third, when you receive admission

ICC welcomes all students who can benefit from our well balanced and rigorous academic programme. It is important that, when you hear from the Admissions Board, you enroll your child(ren) right away. That is what secures your child in ICC. Parents who do not respond early will have their places offered to a different person. Here are the final check items for you to make sure everything is ready for your child to start classes.

- ☐ Do all payments at the Bank and go to the Account section for your receipt
- ☐ Ensure that all sections of the form are signed
- ☐ Meet with the Academic Head (for subjects and classes assignment: Year 10, Year 11 students)
- ☐ Have your photos taken by the Technology office for your ID cards (students)
- ☐ Purchase physical education (PE) uniforms and school supplies from the school store.
- ☐ Sign for the Student Handbook

Fourth, when coming to the Boarding House

When your child is enrolling in the Boarding House, please visit the Boarding House Coordinator for information regarding Boarding House.

- ☐ Sign for Parent-Student-Boarding House Agreement
- ☐ Do all Boarding House Payments at the Bank and go to Account section for your receipt.
- ☐ Submit a copy of Medical Records (immunization, health information, authorization forms)
- ☐ Purchase Boarding House uniforms at the Boarding House

Thank you for joining the family



Technology User Agreement

Internet & Computer Network

I understand that I have the right to responsibly use International Community College internal network and its connection to the Internet. Responsible use is defined by the following guidelines. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an ICT instructor or staff member. I understand that I may be subjected to disciplinary action if I do not abide by these guidelines.

I further agree to abide by any additional rules and regulations governing the use of technology put forth by ICC.

Terms and Conditions:

1. Information gathered via the Internet shall be related to the educational purposes of enhancing Learning and student academic work
2. Will use appropriate language on the Internet.
3. Will not access inappropriate material/sites. Internet traffic is monitored.
4. Will respect and uphold copyright laws.
5. Will protect my password and will not use another individual's password or gain unauthorized access to the Internet.
6. Will not publish material on the Internet that has not been approved by school personnel.
7. Will use all technology at ICC carefully and avoid treating it in a manner that risks damage or unnecessary wear and tear.
8. Will not attempt to access the ICC network, data, or devices without proper authorization.
9. Will not attempt to bypass security filters to access the internet.

Examples of prohibited conducts include:

1. Downloading\installing software, streaming music\video, public domain, shareware or any other unauthorized programmes.
2. Accessing social website (facebook, myspace, etc.) without appropriate approvals.
3. Participating on message boards or in live chat rooms without teacher supervision or directions.

Phones/Electronic Devices.

International Community College appreciates the need for parents to reach their child/ren when they need to speak to them, in light of this student can bring their phones to school but must leave it with the Administrative Secretary when they come to the campus in the morning. Students can pick them up on their way home. Phones are not to be used on the school premise or any school related programme such as field trips etc, without approval. The school will confiscate any phone found on students during school hours and lessons. We will only return it back to parents at the end of the term or school year. All electronic gadgets including but not limited to IPAD, KINDLES, LAPTOP, VIDEO GAME CONSOLE are not allowed in school.

Student

I understand and will abide by the terms and conditions for using the Internet/Electronic devices/Phones in International Community College. I understand that any violation of the regulations is unethical and may result in disciplinary action against me and may also constitute a criminal offense.

Name of Student

Student's Signature

Date

Parent/Guardian

I hereby release International Community College and its personnel from any and all claims/lost and damages that may arise from the use of technology in International Community College. I will instruct my child regarding the rules on the use of resources contained in this document. I also agree to report any inappropriate use of the system to the ICT Head/Academic Head.

As the parent/guardian of this student, I have read the Internet Use & Electronic Gadgets/Phones regulations. I acknowledge that my child may have access to instructional resources through the Internet only and will abide by the school rules and regulations

Parent's Name

Parent's Signature

Date

Return this form to the Administrative Secretary



Application For Admission

Application for admission in _____ 20____ Intended date of arrival in Accra, Ghana: _____
month year

A. Student Personal Information

Student's Name: _____
Family / Last Name First Name Middle

Birth Date: ____/____/____ Birth Place: _____ Gender: _____
Month Day Year

Anticipating starting date: _____ Applying for Year: _____

Nationality on passport or birth certificate _____

Sibling(s) applying to ICC (list name and grade(s): _____

Sibling(s) already enrolled at ICC (list name and grade(s): _____

B. Family Information

Mother's Name: _____ Profession: _____

E-mail address (while in Ghana): _____

Employer (in Ghana): _____

Nationality: _____ Home Phone: _____

Business Phone: _____ Mobile Phone: _____

Father's Name: _____ Profession: _____

E-mail address (while in Ghana): _____

Employer (in Ghana): _____

Nationality: _____ Home Phone: _____

Business Phone: _____ Mobile Phone: _____

Residence Address (in Ghana): _____

Mailing Address (in Ghana): _____

Who to contact in an emergency

Please provide a phone number, email address, or other contact details so we are able to get in touch with you if you are not in Accra or in a time of emergency:

Name: _____


Residential Address: _____

Work Phone: _____ Mobile Phone: _____

Parents:

Live Together YES ☐ NO ☐
Are Separated YES ☐ NO ☐
Are Divorced YES ☐ NO ☐

Mother Deceased YES ☐ NO ☐
Father Deceased YES ☐ NO ☐
Both Deceased YES ☐ NO ☐



International
Community
College

Psychological & Ethical Wellbeing

1. What are my child's best ethical qualities? _____

2. Is your child result driven, motivated, playful, focused, easily distracted or lacking the drive to succeed at the moment?

3. What are your child's main interests or hobbies? _____

4. How well adjusted and cooperative is your child to a new environment? _____

5. Does your child exhibit any of this ethical traits and how frequent?

Respect _____

Integrity _____

Patience _____

Tolerance _____


Responsibility _____

Anger Management _____

6. As a parent what are some of the challenges concerning disciplinary/ethical behaviours concerning your child you will like to inform us of?

Learning Challenges

7. Does your child have any learning disorder, such as autism or dyslexic? If yes please explain what you may have observed in him/her.



International
Community
College

Enrollment Contract

If accepted by the Admissions Board and upon my payment of the appropriate tuition fees, please enter my child as a student at International Community College, Tema , Ghana. Enrollment is subject to rules, regulations, conditions, traditions, and financial terms contained in this admission packet, student and parent handbooks. I understand the following:

1. International Community College is an ultramodern primary & secondary school that runs the British Curriculum. It is a Christian school, established with the aim of providing quality education to students in Ghana.

2. Mission

International Community College is committed to offering high quality education to its students through the provision of a modern resource school. We create in students international mindedness, ethical standards and the respect for different cultures and religion.

3. Vision

Our vision is to offer our students world class education grounded in the Christian faith

4. Enrollment

Admission of a student is subject to the approval of the school's administration. Proof of citizenship and age (passport or birth certificate), completed registration documents including medical form, school report form and previous school records, are all required before an application can be processed. Previous school records, a student's age, entrance examination where necessary, determine class placement. The final decision on class placement is at the discretion of the school's administration. International Community College as part of their admission procedures can contact schools and other sources to obtain information to support this application. I understand that any records obtained pursuant to my consent will be treated as confidential and only reviewed or disseminated within International Community College as necessary to make an admission and class placement decision. I further understand that I will hold International Community College harmless in gathering information from other sources and acting upon that information in the admission and placement processes. Pre-Reception applicants should have attained the age of Three (3) by August 1 before the beginning of that academic year, and other class appropriate year entries shall follow suit. International Community College as part of protecting the health of students on campus can request for other medical check ups to be done for students even when admitted.

5. Fees

1. Payment of a non-refundable application form fee of is required of all students. Applications will not be processed without this fee.
2. When an application is accepted for enrollment, an admission fee is required. This is a one-time and non-refundable fee that will be used throughout the student's enrollment at International Community College for building construction/renovationand capital replacement.
3. A reservation fee may be required of parents of continuing students to reserve a place for the next academic year. This amount will be applied to tuition fees for the next school year and is non-refundable.
4. Tuition fees are payable on an Annual or termly basis, according to the fees applicable to each year. Tuition Fees are due as follows:
First Term: due on or before August 13; second Term: due on or before January 1; Third Term: due on or before 1st April. Tuition fees are nontransferable and do not guarantee a place for another student. All students are enrolled for the school year unless expressly agreed to in writing to the contrary. The tuition fee is non-refundable.

6. Personal belongings

International Community College is not responsible for damages to or loss of personal belongings.

7. Codes of Conduct

The student and parent agree to abide by the values expressed in the International Community College Mission, Vison as well as codes of conduct published for each section of the school. We understand that inappropriate conduct of the student or parent may result in suspension or expulsion. If a student is unable or unwilling to do assigned schoolwork or when behavior is disruptive or undisciplined on the campus or a school event, International Community College has the right to terminate enrollment. Before termination occurs, however, school staff, parents, and the student will work together in an attempt to solve the problem. Tuition fee is non-refundable in this case. Disruptive or threatening behavior from a student's parent/guardian will not be permitted and may result in termination of the enrollment of the student. Tuition fee is non-refundable in this case.

8. Dress Code

All students are to be in the schools required uniforms.

Parent Name: _____ Student Name _____

Parent Signature: _____ Student Signature _____

Date _____

9



Student Passport / Birth Certificate/Immunization Card

Please attach a Photocopy of
Your Child's Birth Certificate
and/or passport,
* immunization card(reception & Primary)

* Immunization card is only applicable for children between the ages of 3 and 4



Medical Form

HEALTH INFORMATION

(To be completed by parent/guardian/medical physician)

These health forms are to be provided no later than the student's first day at school along with the application.

Please answer the following regarding the health of your child.

Student's Name: _____ Age: _____ Grade: _____ Sex: M _____ F _____

Date of Birth: _____ Nationality: _____ Home Phone: _____

Preferred Hospital: _____ Physician's Name: _____ Phone No: _____

Relatives/Friends to pick up sick or injured child if parents cannot be contacted:

1st Name: _____ Phone No: _____

2nd Name: _____ Phone No: _____

Existing Medical Conditions (check all that apply) History with any of the following conditions?

<input type="checkbox"/>	Asthma (if yes, complete asthma section,
<input type="checkbox"/>	Hay Fever
<input type="checkbox"/>	Attention-Deficit/Hyperactivity Disorder
<input type="checkbox"/>	Emotional/Behavioral Problems
<input type="checkbox"/>	Allergies (if yes, fill allergies section below)
<input type="checkbox"/>	Persistent Nose Bleeds
<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	Fainting Spells
<input type="checkbox"/>	Hepatitis
<input type="checkbox"/>	Hearing Impairment
<input type="checkbox"/>	Heart Problems
<input type="checkbox"/>	Visual Impairment
<input type="checkbox"/>	Migraine(s)
<input type="checkbox"/>	Sickle Cell Disease
<input type="checkbox"/>	Other _____

Allergies

Allergy to: (specify) Food _____ Medication _____

Insect Bite _____ Other(s) _____

Severity of your child's allergic reaction (circle one): Mild _____ Moderate _____ Severe _____

Signs of your child's allergic reaction (check all that apply):

Hives _____ Watery Eyes _____ Wheezing _____ Coughing _____

Tightness in the Throat _____ Difficulty in Breathing _____

Other signs (describe) _____

Treatment for allergies _____

Name of Medication(s) _____

Dose _____



Medical Form

HEALTH INFORMATION

Asthma

Early warning signs of your child's asthma episode (check all that apply)

Wheezing _____ Coughing _____ Tightness of the Chest _____ Cold Symptoms _____ Other _____

Severity of your child's asthma: Mild _____ Moderate _____ Severe _____

What usually helps if an attack occurs _____

Medication(s) for asthma: _____ Dose _____ How taken _____

Side effects of medications that your child experiences: _____

Additional information/instructions _____

PHYSICAL EXAMINATION REPORT (To be completed by a Medical Doctor/physician)

Student's Name: _____ Age: _____

Height (meters): _____ Weight: _____ Blood Pressure: _____ Pulse _____

Urinalysis _____ Sickling Status: _____ Positive _____ Negative (if positive, what kind _____

Vision Right: _____ Left: _____ Does student wear corrective eyeglasses? _____ Yes _____ No

Hearing Right: _____ Left: _____

SYSTEM EXAMINATION

COMMENTS ABOUT FINDINGS

General Appearance	
Ear, Nose and Throat	
Mouth/Teeth	
Skin	
Abdomen and Gastrointestinal Tract	
Cardiopulmonary (Heart and Lungs)	
Neurological	
Speech impairment	
Spine and other Mmuscle or skeletal issues	
Any abnormal physical findings, if any (summary):	

Specifically describe conditions that would identify the child as having a disability and/or require an educational evaluation, environmental adjustment, or activity restrictions:

Any significant medical history: _____

Referrals, recommendations, and comments:

I hereby certify that I have personally examined the applicant and reviewed the medical history.

Name : _____ Title: _____ Hospital: _____

Signature: _____ Date: _____

Address: _____ Telephone: _____

Indicate any medication child must take at school: _____

(Medications must be provided to the Administrative Secretary I)

Signature of Parent or Legal Guardian: _____ Date: _____



Educational History

Has your child ever attended a British Curriculum Based school? YES _____ NO _____ from: _____ to: _____

Has your child ever been enrolled at International Community College? YES _____ NO _____ from: _____ to: _____

Has your child skipped or repeated a class? YES _____ NO _____

If yes, what grade and the reason why? _____

Student speaks and writes English (circle one): GOOD _____ NOT SO WELL _____ EXCELLENT _____

Please list foreign languages studied in the past three years: _____

Has your child ever received any additional support (i.e. one-on-one classroom assistance, hometutoring, individual teaching) YES _____ NO _____

If yes, please specify _____

Has your child ever been in a gifted/talented/high achievers programme? YES _____ NO _____

Has your child ever been recommended for and received an evaluation by an educational specialist?

YES _____ NO _____ (If yes, please attach the report)

Has your child been suspended or expelled from school in the past two years? YES _____ NO _____

If yes, what behavior led to this expulsion? _____

Previous schools attended in the past 2 years (Please list most recent/current first):

Age of Student	School	City & Country	From (Year)	To (Year)

Students Subject Assignment (Year/Grade 10, Year/Grade 11 Students)

Past School Records

Currently studying at the Class/Year _____ level. Number of years of formal education _____

1. Please forward a copy of the student's last 2 years report card. _____

2. Please attach copies of any recent examination taken, if available _____

International Community College Entrance Examination Score
