



Primary Campus: #A/16 Almond Road  
Regimanuel Gray Estates, Comm. 19, Lashibi.  
Ghana Post Digital Address: GT-122-1394

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## PUPIL ENROLMENT FORM

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Surname: \_\_\_\_\_ Nationality: \_\_\_\_\_  
D.O.B. (DD-MM-YYYY): \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Last School Attended: \_\_\_\_\_  
Religion: \_\_\_\_\_ Class Being Enrolled Into: \_\_\_\_\_

### FATHER'S BIODATA

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Surname: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Religion: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Place of Work: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Residential Address/House No.: \_\_\_\_\_  
\_\_\_\_\_ Locality/Area: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Tel 1: \_\_\_\_\_ Tel 2: \_\_\_\_\_

### MOTHER'S BIODATA

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Surname: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Religion: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Place of Work: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Residential Address/House No.: \_\_\_\_\_  
\_\_\_\_\_ Locality/Area: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Tel 1: \_\_\_\_\_ Tel 2: \_\_\_\_\_

## SIGNIFICANT DATA

**Pupil lives with:** a. Both parents  b. Mother  c. Father  d. Guardian  e. Other

**Pupil's parents are:** a. Married  b. Separated  c. Divorced  d. Single  e. Remarried

Please list other children living in the home by Name, relationship, and Age: \_\_\_\_\_

Does your child have working knowledge of English? Yes:  No:

Ghanaian Languages Spoken: \_\_\_\_\_

## Who Will Be Responsible for Paying Fees?

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact person (if it's an organization): \_\_\_\_\_

## Designation

Physical address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone No: \_\_\_\_\_

## Emergency contact if Parents/Guardians cannot be reached

Name: \_\_\_\_\_

Postal & Residential Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Medical Information

Please include any information regarding allergies, diet, physical needs etc. \_\_\_\_\_

Long term medications (Please list): \_\_\_\_\_

Pre-existing medical condition/illness, such as Diabetes, Asthma, Hepatitis B, etc. (Please specify): \_\_\_\_\_

Has this pupil been seen by medical specialists? \_\_\_\_\_ (Please attach a copy of vaccination card)

Does your child have special physical cognitive or emotional need? (Please specify): \_\_\_\_\_

What is your child Blood Group? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Previous School Attended: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Pupils current School: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Period Attendee: \_\_\_\_\_

Reason for leaving current school: \_\_\_\_\_

Has this pupil ever been referred to anyone for academic evaluation or special testing? (If so, please describe)  
\_\_\_\_\_

## Persons Authorized To Pick-up Child: (please Provide ID)

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Under no circumstances will any child be released to anyone not known to this school without a verbal or written consent from parents/guardians.**

I understand that my attendance at School meetings and parent conferences is an important factor in my child's development within **BEACON COLLEGE INTERNATIONAL**, and I will endeavour to be available for these and other interactions relating to the welfare of my ward(s).

I will make every effort to attend. Name: \_\_\_\_\_

# **TERMS / CONDITIONS AND REGULATIONS**

*This agreement applies if you are a parent/guardian to a pupil of Beacon College International, hereafter referred to as "The school".*

## **1. Purpose**

At Beacon College International - BCI ("the School"), we believe that a positive, constructive, and cordial working relationship between the school and a student's parents (guardians) is essential to the fulfilment of the school's vision and mission. Parents (Guardians) of students in the School are supportive, friendly and recognize that educating children is a process that involves partnership between parents, teachers, and the school community. For this reason, we continue to welcome and encourage parents (guardians) to participate fully in the activities and programs of the School. This contract establishes the parents' and (guardians') commitment to abide by the conditions of enrolment/re-enrolment and ensures an atmosphere of cooperation and cordialness in achieving the vision and mission of the school.

## **2. Enrolment/Re-enrolment**

- a. I/We, ..... (*parent's/guardian's names*) hereby contract to enrol/re-enrol the above named student(s) at Beacon College International (BCI) for the **2021/2022 Academic Year**.
- b. I/We understand and recognize that the school has a limited number of seats to offer in each class and that enrolment/re-enrolment is at the discretion of the Management.
- c. I/We accept that the School cannot guarantee that teaching and supervision will be provided by any particular named individuals, neither will I/we be entitled to choose which classes my ward(s) should be placed in, at the beginning of enrolment and/or each academic year, and accept the school's placement decisions to be fair and without prejudice at all times.

## **3. Payment of School Fees**

- a. I/We are obligated for the payment of all school fees for my/our child for the entire duration of enrolment/re-enrolment for the **2021/22 Academic Year**.
- b. I/We understand that the payment of school fees is unconditional, and no portion of fees paid or outstanding will be refunded or cancelled in the event of withdrawal, dismissal or termination of enrolment/re-enrolment of the child from the school.
- c. I/We acknowledge that school fees are due on the reopening day of each Academic Term and are payable on or before the date of reopening. (***You may discuss with, and submit your payment plans to the Accounts Office. Please note that every payment plan will be backed by Post-dated cheques issued in the name of the School.***)
- d. I/We acknowledge that each Academic Term's Fees must be paid in full (or payment plan arranged with the school) before the child is enrolled/re-enrolled in the school.
- e. I/We acknowledge that the child will not be allowed to attend classes and take any exams until all fees in arrears have been paid.
- f. I/We understand that fees for one Academic Term are not transferable to another Academic Term.
- g. I/We acknowledge that late fee payment penalty of 10% will be charged on unpaid fees (for which no payment plan has been agreed upon in writing with the school) after the fee due and payment date of the Academic Term expires.

## **4. Force majeure**

- a. I/We understand and accept that external factors such as a force majeure or other circumstances beyond the control of the School may make it impossible for the School to provide the education services under the same conditions as was initially offered, the school may make variations and will make every effort to minimise any disruptions that may result from such changes and will seek to provide fair and reasonable remedy to those adversely affected by such disruptions.

## **5. Notice of Withdrawal of child**

- a. I/We acknowledge that a three-month notice, in writing to the school, is required by the school in the event of our intention to withdraw my/our child from the school.
- b. I/We agree to pay one term's tuition fees in lieu of the three-month written notice of withdrawal to the school.
- c. An exception to this rule (b) may be made at the discretion of the Principal if withdrawal is due to an unforeseen transfer of parents. In any case, a written notice must be given as soon as plans are known.

6. **Safety**

- a. I/We understand the need for a peaceful and safe school environment in which all students, teachers, staff, parents (guardians) and visitors can conduct their activities without fear of insecurity.
- b. I/We accept to avoid any disruptive conduct that may interfere or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including school events.
- c. I/We accept to avoid using foul, offensive, abusive and profane language, swearing, cursing, and displaying bad temper at the school at all times.
- d. I/We accept to avoid threatening to cause bodily harm to a student, teacher, any staff of the school, parent (guardian) or visitors regardless of whether or not the conduct constitutes a criminal offence.
- e. I/We accept to avoid using abusive or threatening emails, text, voicemail, phone messages or other written communication to cause insecurity in the school.
- f. I/We accept to avoid defamatory, offensive or derogatory comments regarding the school or any student, teacher, staff or parent on the school's Facebook and/or other social sites (Refer to point 7. Social Media).
- g. I/We agree to seek redress of any grievance or concerns about the school through the appropriate channels by speaking to the Class/Subject Teacher, the Department Head or the Principal of the School, so it can be dealt with fairly, appropriately and effectively for all concerned.
- h. I/We accept to avoid using physical aggression towards another adult or child, including physical punishment against my/our own child on school premises.
- i. I/We accept to avoid approaching someone else's child to discuss or chastise them for their actions towards my/our child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- j. I/We accept to avoid smoking and consumption of alcohol or other drugs while on school premises.
- k. Should **any** of the above conduct occur on school premises, the school may deem it necessary to contact the appropriate authorities and, if necessary, even ban the offending parent (guardian) or person from the school premises/functions. We would expect that parents would make all persons who are responsible for collecting their children aware of this policy. We trust that parents will assist our school with the implementation of this policy, and we thank you for your continuing support of the school.

7. **Social Media**

- a. Social media websites are being used increasingly to fuel campaigns and complaints against schools, Principals, school staff, and in some cases other parents and students. The Management of BCI considers the use of social media websites in this way as unacceptable and not in the best interests of the children or the whole school community.
- b. I/We agree to address my/our concerns through the appropriate channels of the school by first speaking to the Class/Subject Teacher, Department Head, and finally, the Principal, so they can be dealt with fairly, appropriately and effectively for all concerned.
- c. In the event that a parent (guardian) of a student BCI is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity that breaches this. The school will also expect that any parent (guardian) or student will remove such comments immediately.
- d. In serious cases, the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyberbullying and the use by one child or a parent (guardian) to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

8. **School Property**

- a. I/We agree to return to the school, in the event of withdrawal, dismissal, termination of enrolment/re-enrolment and completion of the Academic Year, all school properties (i.e. Textbooks, learning equipment, etc.) which are in the possession of my/our child.
- b. I/We acknowledge that official records, such as end of term reports, continuous assessment reports, testimonials, recommendations, introductory letters, etc. will be issued only when all school fees have been paid in full and school properties returned to the school.
- c. I/We recognize that I/we will be liable for the cost of any school property destroyed or damaged by my/ our child.
- d. I/We pledge to avoid any conduct that may damage or destroy school property.

**9. Dress Code**

- a. I/We acknowledge and recognize that all students of BCI are mandated to follow and adhere to the school's prescribed dress code for all school activities and events.
- b. I/We agree to ensure that my/our child always follow and adhere to the school's prescribed dress code.

**10. Publicity Release**

- a. I/We irrevocably authorize BCI, its successors and assigns, and those acting with its permission and upon its authority, to photograph, videotape or film my/our child (or talent by my/our child) for advertising, publicity or any other lawful purpose for BCI. I/We will receive no compensation for such use.
- b. I/We hereby release BCI, its successors and assigns, and those acting with its permission and upon its authority, from any liability, responsibility or claim that may arise by reason of any exercise of the authority granted above. If I/we do not consent to such use, I/we will notify the school's administration in writing within seven (7) days of my/our child's enrolment/re-enrolment.

**11. Emergency Situations**

- a. In the event of any sickness, accident or other emergency situation involving my/our child at a time and/or place that it is impractical for BCI to contact the parents (guardians) or for the parents (guardians) to be present, I/we authorize BCI to temporarily act in loco parentis (in place of the parent) to approve or provide whatever immediate care, assistance, management or services that my/our child may require.
- b. I/We agree to pay for any and or all expenses incurred in providing for such emergency need(s) of my/our child.
- c. In case of an emergency and in the event that the parents (guardians) cannot be contacted, I/we hereby grant permission for my/our child's records to be released for the necessary medical treatment to be administered.

**12. Limitation of School Responsibility before and after School Hours**

- a. I/We recognize that my/our child is expected to arrive at school punctually and should leave the school immediately after classes end, or at the conclusion of their participation in after-school-sponsored or school-supervised activities.
- b. I/We recognize that it is always my/our sole responsibility to arrange for a means of transport to convey my/our child to and from the school.
- c. I/We accept liability for and exonerate BCI from any mishaps or accidents that may occur to my/our child outside official school hours.
- d. I/We will be liable for any damage or destruction to school property caused by my/our child beyond reasonable wear and tear (as determined by BCI in its discretion) before or after official school hours.
- e. I/We shall not hold the school liable for any student who leaves campus or otherwise, without official permission during an official/mandatory school break, such as break time or lunch time.

**13. General Conduct**

- a. I/We understand that both teachers and parents need to work together for the benefit of the child.
- b. I/We recognize that all members of the school community (i.e., staff, teachers, parents and students) should be treated with respect and therefore I/we will endeavour to set good examples in my/our speech and conduct.
- c. I/We will seek to clarify my/our child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- d. I/We will correct my/our child's conduct especially in public where it could otherwise lead to conflict, aggressive or unsafe conduct.
- e. I/We will approach the school Management to help resolve any issues of concern.

**14. General Conditions**

- a. I/We agree to accept, support, and consent to the policies of the school, and to cooperate with the faculty and administration of BCI, in caring for my/our child in the instructional program and management of the school.
- b. I/We agree to cooperate in having my/our child observe the rules and regulations of the school as promulgated by the School in writing and orally, and to observe the school standards for dress, behaviour, and grooming.
- c. I/We recognize that my/our child's continued enrolment in BCI is contingent upon his/her and the parent's (guardian's) compliance with school's regulations.

- d. I/We acknowledge that BCI has a disciplinary policy, which may subject all students to punishment (i.e. demerits and suspensions) and consent to its provisions.
- e. I/We understand that students are re-enrolled on an annual basis subject to an evaluation of **their academic achievement, conduct, influence on others and attendance**. The final decision rests with the Management. A student's re-enrolment may be held for disciplinary, academic, financial, or other reasons. The Principal will notify parents if re-enrolment is to be withheld.
- f. I/We understand that Beacon College International is a Christian School that aims to provide a world-class education and environment for our students and faculty. We admit students of any tribe, race, colour, religious affiliation, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, colour, nationality and ethnic origin in the administration of its educational policies, scholarship, athletic and other school-administered programs. All students are therefore expected to participate fully in all activities of the school with a clear understanding of the values of the school.
- g. Specifically, I/We agree that students may bring their personal laptops/tablets for academic purposes only. Such students will be required to take personal responsibility for these devices and the school will not be held liable for damages, theft etc.
- h. Additionally, students found in possession of, trading in or using alcoholic, tobacco, or any other substance for recreational purposes will be subject to disciplinary action, not excluding dismissal.
- i. I/We further agree to the school policy that my/our child shall not engage in violence, physical aggression, sexual or physical harassment, bullying, lying, stealing, and cheating. Violation of these policies will result in immediate expulsion of my/our child from the school.
- j. I/We confirm that all documents and statements pertaining to my/our child's application, both written and verbal, especially those concerning his/her academic and disciplinary records are accurate.
- k. I/We understand that any misrepresentation may jeopardize his/her continued enrolment/re-enrolment at BCI. I/We agree that excessive absences and lateness (excused and unexcused) may exclude my/our child from re-enrolling at BCI.

**15. Entire Agreement**

- a. This enrolment/re-enrolment contract constitutes the entire agreement between parents/guardians and the school. This agreement supersedes any prior agreements, understandings, or communications, whether oral or written, relating to the subject matter hereof, and any modifications or amendments are subject to the discretion of the BCI Management and Board.
- b. I/We acknowledge and understand that a breach of any of the above enrolment/re-enrolment conditions may result in termination of my/our child's enrolment/re-enrolment at the School.
- c. As used in this enrolment/re-enrolment contract, the words "I", "We" "BCI and" and "our" refer jointly and severally to the person or persons who sign below as parents or guardians of the student.

Mother's Name	Signature	Date
Father's Name	Signature	Date

*(Both parents (guardians) must sign this contract to acknowledge agreement with its contents.)*

## **CONSENT FORM**

I / We the undersigned parent (s) guardian do hereby accept and agree to abide by the Terms, Conditions, and Regulations of Beacon College International.

I / We have read and fully understand the Terms, Conditions and Regulations of Beacon College International.

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **EMERGENCY TREATMENT FORM**

In case of an emergency where the Pupil requires urgent medical treatment and Parent / Guardian cannot be reached for permission, do you grant the School Administrator authority to give this permission on your behalf?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

I / WE \_\_\_\_\_ grant

**BEACON COLLEGE INTERNATIONAL** the permission to authorize emergency medical treatment to my/our child

Signature: Date: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_