

APPLICATION FOR ADMISSION FORM

Part 1) Student Information

Students full name:

_____ Last _____ First _____ Middle _____

Male _____ Female _____ Age _____ Applying to class _____ Date of Birth _____

Place of Birth

_____ Town/District/County

Nationality _____ Other passport(s) held _____

Primary language spoken at home _____ Fluent in English? Yes _____ No _____

Please list all siblings below

First Name	Last Name	DOB	Grade	Current School

Part 2) Parent Information

Fathers Details		Mothers Details	
Name:		Name:	
Nationality:		Nationality:	
Occupation:		Occupation:	
Employers Name & Adress:		Employers Name & Adress:	
Phone Office	Home	Phone Office	Home
Mobile	E-Mail adress:	Mobile	E-Mail adress:
Who has the legal custody of the Child/Student?			
If the Child is adopted, list age at adoption		Is the Child aware of adoption?	Yes _____ No _____

With whom does the Child live with? ____ Father ____ Mother ____ Stepfather ____ Stepmother
 ____ Guardian ____ Grandparents ____ others

Part 3) Emergency contact Information

Please name 2 people who can be contacted in case of an Emergency

Name	Relationship	Adress	Mobile

Please give permanent contact Information of an adult that can be reached to give current contacts of the student and/or after leaving **MAKEMBA ACADEMY**

Name	Relationship	Adress	Mobile

Part 4) Education Background

Name of the current school attended		
Adress		
Telephone		
E-Mail		
Town	District	County

Please list all Schools the Student has previously attended

Name of School	Adress	From	To	Class

--	--	--	--	--

Attach copies of the Report book.

Part 5) Support Information

	Yes	No
Has your Child ever repeated a class at School?		
Has your Child ever been suspended, expelled or withdrawn from School due to behavior or academic reasons?		
Does your Child require any medication by a physician to aid the learning process?		
Does your Child have learning difficulty?		
Does your Child socialize well with the peers?		

Part 6) School Fees

Who is legible for paying school fees?

Name
Adress
Telephone
E-Mail

Part 7) Parents Declaration

I hereby make application for admission of the student to MAKEMBA ACADEMY in accordance with the terms, rules and regulations of the school.

I understand that, I must supply the following with the application:

- 1. School records from the 3 previous years.**
- 2. Completed Application Form**
- 3. Two recent photographs (can be submitted upon arrival)**
- 4. A Health report from the Doctor.**
- 5. Original and Copy of Birth certificate or passport to verify age**

There will be admissions/placement testing prior to class assignment.

All acceptance to MAKEMBA ACADEMY is based on a complete review of the student's records.

MAKEMBA ACADEMY reserves the right to refuse admission to any student who was dismissed from another school for academic, disciplinary or other reasons. Failure to disclose such a record at the time of enrolment may result in denial of admission or possible dismissal of the student.

Students expelled from MAKEMBA ACADEMY are not entitled to a refund of tuition fees.

Each student admitted to MAKEMBA ACADEMY must have a parent or guardian (designated in writing by parents) taking full responsibility for the student's welfare.

All notices of temporary guardianship as well as updates on my address and telephone numbers

Must be supplied to the appropriate office.

I will be responsible for all charges including incidental expenses.

All tuition charges are due no later than 30 days after receiving an invoice.

No exemption, deduction or rebate from tuition charges will be made in case of temporary absence, dismissal or withdrawal after the first day of classes, unless withdrawal becomes necessary for reasons beyond my control such as transfer or prolonged illness.

School privileges may be denied for any reason deemed sufficient by the authorities of the School, in accordance with published regulations.

Should the school find it necessary to close at any time during the school year due to reasons beyond its control, the fees paid to the school will not be refunded.

NOTE: School fees should be paid in **(a)** full amount or **(b)** two installments, where **b)** applies, the first should be paid during the opening and the remaining to be cleared immediately after midterm break.

I, _____, attest that the information provided above is accurate and complete, and understand that failure to fully disclose any and all of the above information may result in denial of admission or possible dismissal of my Child.

Parent Signature

Date

Part 8) Internal use only

Date	Important documents	Completed	Incomplete	Signature
	Application received			
	Health form received			
	School records received			
	2 Pass Photo Sizes			
	Original Birth Certificate and copy			
	School Books covered and named			

Admission placement _____ passed with _____ marks
 Test for class _____ failed with _____ marks

Acceptance Date _____

Starting School in Class _____

Support needed in _____

Appointment with the
 HT or HM for further disc. _____

 Date Signature

 Approved Date Signature