



Infant Jesus Academy (IJA)

Old Anwai Road, Near Government House,

Asaba, Delta State, Nigeria

Telephone: +2348033187537, +2348037217065

Website: infantjesus-ng.org

E-mail: infantjesusacademy2007@yahoo.com

ENROLMENT FORM FOR 2017/2018

Note: Please use CAPITAL LETTERS throughout, including for your emails.

INFORMATION ABOUT STUDENT	
Last Name	
First Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	
Date of Birth	
Place of Birth	
Place and Country of Birth	
Blood Group/Type	
Registration Date	
Enrolment Date	

PRIVATE ADDRESS IN NIGERIA	
Street	
Town Part	
Telephone Number	

PARENTS INFORMATION	FATHER	MOTHER
Last Name		
First Name(s)		
Nationality		
Place/Country of birth		
Profession		
Mobil phone number (1)		
Mobile phone number (2)		
Email address (1)		
Email address (2)		

FAMILY TO BE CONTACTED IN CASE OF EMERGENCY (OPTION 1)	
Note: parents will be contacted first	
Name	
Address	
Telephone number	
Relation to student	

FAMILY TO BE CONTACTED IN CASE OF EMERGENCY (OPTION 2)	
Note: parents will be contacted first	
Name	
Address	
Telephone number	
Relation to student	

ADDITIONAL INFORMATION

Please provide any additional information that can be beneficial to the education and the safeguard of your child at the IJA

APPLICATION

1. I hereby agree with the rules, guidelines and regulations of the school.
2. I understand that the school fees are not refundable. No exemption, deduction, or rebate from tuition is made in case of temporary absence, withdrawal or dismissal after the first school day.
3. I agree that my child's photo can be used for marketing purpose to promote the school.
4. I agree that in case of medical emergencies, my child can be treated at Federal Medical Center, Asaba or the designated hospital.

PARENT'S SIGNATURE(S) AND NAME(S)

.....

Date:

FOR IJA ADMINISTRATION OFFICE USE ONLY:

- Dully filled-in/signed enrolment form received
- Proof of fee payment received
- Uniforms given to student
- Books issued to student

The Learning Agreement

The Learning Agreement summarises the main rights and responsibilities of the student and the Academy. It is important to keep for future reference.

As a student, your son/daughter has the right to expect:

- An appropriate induction to the college and programme of study
- High quality teaching backed up by appropriate technical and administrative services
- Regular discussions on your progress with a tutor
- Impartial advice on careers, employment, welfare, spiritual and pastoral care issues
- Safe and appropriate environments in which to study and work
- Any complaint under the formal Complaints Procedure to receive a response within 15 working days and to be dealt with fairly
- Access to college policies and procedures
- Personal details to be handled sensitively and only disclosed to third parties in ways which support your progress and well-being or where required by law
- To be treated with respect and according to need regardless of class, sex, race, ethnic origin, religion, disability or age.

I, the student, your child must agree to:

- Attend all timetabled activities punctually and explain absence or lateness
- Take responsibility for his/her own learning, completing all assignments on time and to the best of my ability
- Abstain from all forms of bullying or behaviour deemed inappropriate and unacceptable*, as these will attract expulsion is the consequence
- Conduct her/himself in a way which respects the rights of others and complies with college policies and procedures
- Take responsibility for attending the correct exams
- Treat all school property with respect and desist from acts of vandalism
- Return all books or equipment loaned to me when I leave the Academy

Name & Signature..... Date:/...../.....

*Full list of behaviours deemed inappropriate and unacceptable will be listed in the school's Code of conduct and policies to be communicated.

I, the parent of, agree to:

- **Pay all school costs that are due from me to the Academy and I understand that school fees are not refundable**
- Provide the Academy with all the relevant information which will facilitate your child's progress and success at the Academy
- Support the academy deal with student disciplinary issues
- Respect and support the staff at the Academy to provide your child with a rounded education

Name & Signature..... Date:/...../.....