

ADMISSION PROCEDURE

Applicants for admission to ERICJAY FASHION INSTITUTE are encouraged to visit our admission office or to send a request for more information to: ericjayfashioninstitute@gmail.com.

ERICJAY FASHION INSTITUTE admits students in accordance with the Ministry of Education's guidelines and regulations.

The Governing Body of **ERICJAY FASHION INSTITUTE** is the admissions authority for the school. It accepts students of different cultural and religious background. The School will not place any restrictions on admissions to the reception class unless the number of students for whom admission is sought exceeds our capacity. Students must be accompanied by a guardian or a guarantor for admission.

Families are encouraged to visit the school for a campus talk with our admission staff. Appointments can be made by contacting us via mobile number

+233 (0) 246778424- Principal

+233 (0) 546027079-Director

+233 (0) 505220793- Administrator

Third week of September will be the application deadline, but it is recommended that the admission process be initiated early on. Applications are accepted on a space available basis throughout the school year. Please note that there is a 'joining fee' due to initiate the admission process and cover administrative costs.

Along with the student application form, you will be asked to provide us with certain documents.

- Completed Application Form
- Copy of Identity Card or Passport
- Two Passport Photographs
- Copy of certificate from institution of learning

FEES:

Admission Fees **GH¢5,000.00** S.R.C Dues **GH¢200.00 (Yearly)**

Hostel Fees **GH¢1,500.00** Repairs and maintenance **GH¢500.00 (Per term)**

NOTE: There can be changes in the repair and maintenance fees depending on the economic situation or disparities.

TENOR

The tenor is relative to the program a student selects therefore students are advice to make good use of their time as soon as they are admitted into the school. As student leave the school when their tenor expires. Students are to exit the school when their tenor expires but in case there is a natural tragedy or event when **the school** is unable to complete the course on time special provision would be made to the students for them to complete their program successful.

Again, the school runs three semesters in an academic year of which a semester has four months and the complete program runs for two years with internships for every semester.

GUARANTOR'S PERSONAL INFORMATION

STUDENT FIRST NAME

SURNAME, Other Names

GUARANTOR'S DATA

FIRST NAME:

SURNAME:

*Religion

*Residential Address/GPS

*Closest landmark

*Mobile Telephone No (s)

Personal Email Address

*Occupation/Profession/Job Title

*Business/Organization Address:

*Closest landmark

Office Telephone No(s)

GUARANTOR'S UNDERTAKING FORM

Ihereby confirm that
Mr./Mrs./Miss.....
of (student's address)
Has been known to me for ____ years as (State Relationship).....

I declare that all information and ID tendered for this purpose are valid and authentic, any false information given may lead to termination of the admission offer.

I confirm that the applicant's house address provided above is valid and correct. I confirm that he/she is of good character, fit and proper to be considered for admission. I, on the strength of this, accept to be his/ her Guarantor; produce him/her or to indemnify Workforce Outsource and / or its subsidiaries or related affiliates for any loss or liability suffered or incurred as a result of the action, inaction, negligence or fraud by the student should the need arise. If I am unable to produce him/her for any loss or liability suffered or incurred as a result of his/her action, inaction or fraud; and if he is unable to in his/her own capacity remedy or refund within an agreed time loss or liability suffered or incurred; I as the Guarantor accepts to remedy or refund the loss or liability suffered

Please Note: "Workforce Outsource requires that you assume the responsibility of regularly counseling the student to ensure that he/she is of good conduct at all times."

I hereby declare and affirm that the statements are true and correct in accordance with the Oaths Law of Ghana.

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Guarantor's Signature

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Date