

Commitment Statements

PLEASE READ THE FIVE STATEMENTS LISTED BELOW AND SIGN WHERE INDICATED. THIS MUST BE SIGNED BY ANY AND ALL ADULTS WITH PROPER CUSTODY OF THE CHILD IN ORDER FOR THE APPLICATION FOR RE ENROLMENT TO BE VALID.

Application commitment

To the best of my knowledge, all information provided by me on this application form for registration are true and correct.

Statement of Cooperation

I hereby apply for my child to attend Morgan International Community School (East Legon KG – Grade 6 and Gomoa Manso, Grades 3 - 12)

[hereafter referred to as the "School"]. In making this application, I understand and agree to comply with and abide by the provisions of the School Parent/Student Handbook and the rules and standards set out therein including, but not limited to, the following:

1. Subject to a hearing, the School has the right to dismiss any student who does not respect the School's academic and behavioural standards or does not cooperate in the educational process.
2. The School has full discretion to discipline students according to the guidelines of the Morgan International Community School Code of Conduct.
3. I agree to cooperate with the school policies and procedures and also agree to publicly support the school and bring whatever concerns I have to the appropriate and designated of the school as per school policy and procedures.
4. I agree to cooperate with the school's policy and dress code and understand I will be held accountable for my child's adherence to that policy.
5. I agree that I and my child will represent the school reasonably well. This includes behaviour off-campus, anywhere in the world where the need arises and during school-sponsored activities such as field trips and sporting events.

Statements of Financial Commitment

1. I understand and agree that the re-enrolment/admission fee is given as consideration to ensure that my child has a slot at Morgan International Community School for the 2020/21 academic year. I understand that subject to a denial of placement, the said fee will not be refunded under any circumstance once my child is offered placement by the relevant authority.

1st Semester Withdrawals:

We understand and agree that should we seek to withdraw our children from MICS after signing this Re-enrolment/admission form and being accepted into the next semester's enrolment, then we are responsible for paying the full semester tuition fee. The school has agreed to hold the slot for the child and the parent has agreed to pay the semester tuition fee.

2ND Semester Withdrawals:

All requests for withdrawal of a student(s) for the 2nd semester must be made by 30th November 2020. Withdrawal after this date will attract a withdrawal fee of a semester's tuition payment if a monthly or semester tuition fee payment has been made for second semester. Tuition fee payments for the second semester begin December 3rd; this includes semester payments.

We understand that if we should seek to withdraw our children without clearing our financial indebtedness, then:

- We have forfeited our right to ask MICS to transfer the records on our children to another school until we have cleared our indebtedness.
- We have subjected ourselves to the legally-binding arbitration process as provided for in the “conciliation clause” below.

2. I understand and agree that the School has made commitments to teachers for resources, etc. based upon my commitment to pay the tuition requirements. I understand and agree that if I withdraw my child from the School prior to the beginning of or during the 1st semester, I will still be liable for the entire tuition with payments beginning July 15, 2020. I understand and agree that if I make the semester or monthly payment in December, I make my commitment to the second semester. If I withdraw my children after making this December payment, I will be liable for the entire tuition for the second semester even though my child will not attend.

Tuition Payments:

- 1st quarter payments: 3rd July.
- 2nd quarter payments: 3rd October.
- 3rd quarter payment: 3rd January.
- 4th quarter Payment: 3rd March.

- Payments are due on the third day of the due month.
- If payments are not made by the end of each due month, fees will attract a monthly penalty of 10% on the outstanding amount
- Student may not attend class after last day of the second month after the due date if all tuition is not paid and no prior arrangements have been made by payments.

Conciliation Clause Commitment

[Required for admittance to Morgan International Community School]

The parties to this agreement shall make every effort to live at peace and to resolve disputes with each other amicably. Therefore, the parties agree that any claim or dispute arising from or related to this agreement/agreement in school shall be settled by mediation and, if it fails parties shall submit to arbitration in accordance with the Arbitration rules of the Republic of Ghana and the Rules of Procedure for Conciliation of Morgan International Community School [A copy of these Rules is available in the school office.].

Parties shall elect an arbitrator each and the two arbitrators shall nominate an umpire.

An arbitral award is binding, enforceable and final. The parties understand that these methods shall be the remedy for a controversy or claim arising out of this agreement.

Lawsuit Commitment

[Required for admittance to Morgan International Community School]

The parties to this agreement if and/or when not satisfied after the arbitration agree not to litigate the matter any further in a court of law, unless and except the issue touches and concerns a crime and a civil suit which compensation claim is above GHC 100,000.00.

KINDLY COMPLETE THIS PORTION OF THE DOCUMENT AND SEND A SCANNED COPY TO

(admissions@mics.edu.gh)

As parent(s) of _____, who is applying to Grade _____
in 2020/21 academic year, we have read the Head of School's opening letter and completed the enrolment form. In doing so, we agree and bind ourselves to the school's procedures for re-enrolment and the commitments necessary for enrolment/re-enrolment as found on the pages of the Morgan International Community School Student Re-enrolment form 2020-2021.

Father's Signature: Date.....

Mother's Signature: _____ Date

Guardian's Signature: _____ Date

In order for our finance office to prepare for next year's billing, we need to know your preference concerning a payment schedule. The options are listed below. Please mark one;

_____ Option 1: Quarterly Payments, begin in July and are payable in four instalments

_____ Option 2: Semester Payments, receives a 5% discount for year tuition fee.

_____ Option 3: Yearly Payments, receives a 10% discount for full payment of the year's tuition fee.

[Semester payments must be received by July 10th or November 10th in order to receive the discount. Yearly payment must be received by 10 July in order to receive the discount]

For Office Use Only: Date Application Received in School Office: _____ Cheque Number: _____

Cash: _____ Grade (2020/21 academic year) _____