

## ADMISSION STEPS

### ADMISSION STEPS – NEW APPLICANTS

The school ensures that students coming from diverse communities, regions, backgrounds and professions are given a common platform and equal opportunities. Students of all nationalities are welcome to take admission in the school.

#### Step 1 Application Form

Download the application form, print it out, complete it and sign. Enclose all the necessary documents as stated below:

- Reports/Transcripts/Transfer Certificate (G1 to G12)
- Photocopy of birth certificate /Passport
- One (1) recent Passport photographs
- Photocopy of vaccination records
- Blood group proof photocopy

It is mandatory for all documents to be submitted in full for an application to be considered.

#### Step 2 Admission Fee

Submit the items stated in **Step 1** at the administrative/admissions office. Pay the admission fee (FCFA 100,000) at the office and secure an appointment for the placement test from Grades 1-12. This fee is non-refundable.

The payment of this fee enables the application to be valid for the duration of the school year.

#### Step 3 Placement Test

Take the placement/entrance test. It is generally an assessment based on the year of study completed by the child. The placement test subjects include English Language and Mathematics. Placement tests are for admission from G1 to G12.

#### Step 4 Results Of Placement Test/Interview

Following the results of the test, the child will be interviewed by the Director of studies/ Headmistress along with the parent/guardian in order to understand you better and help you to integrate into the IESA community.

#### Step 5 Stationery Requirements

Download the stationery requirements (English version or French version) and buy all the necessary materials for your child (ren) to have in order to be prepared for school each day.

#### Step 6 Payment Of Tuition/Miscellaneous

Payment of first installment of tuition and miscellaneous fees (books, uniforms etc...). The first installment of tuition is due till the first day of class.

#### Step 7 Subscription And Payment Of Services

Subscription and payment of canteen, transportation and extra activities.

#### Step 8 Collection

Submit the receipt of the paid miscellaneous and collect paid items from the school store.

#### Step 9 Submission

Submit the school stationaries package as stated below with the name of the kid labelled on each item:

- 1 Ream of Photostat Papers (A4 Size)
- 2 Boxes of Tissue 2 Ply white (200)
- 1 Pack of Toilet Roll Papers /set 10

Please make sure to complete the school stationaries package before submission. Any uncomplete package will not be accepted and one (1) package is required per child.

### RE-REGISTRATION STEPS – OLD STUDENTS

Re-registration starts from 1<sup>st</sup> May to 25<sup>th</sup> June Every Year. Deadline for the submission of re-registration is 30<sup>th</sup> June of every year. Please note the deadline for re-registration will not be extended. Students, who submit their re-registration, form after the deadline will be treated as new applicants and will be placed on the waiting list.

#### Step 1 Re-Registration Form

Download the re-registration and Tuition Obligation Commitment form, print it out, complete it and sign.

#### Step 2 Re-Registration Fee

Submit the re-registration form and the Tuition Obligation Commitment Form at the administrative/admissions office.

Pay the re-registration fee (FCFA 65,000) to enable your child secures a seat for the next academic year. This fee is non-refundable.

The payment of this fee enables the re-registration to be valid for the duration of the school year.

#### Step 3 Stationery Requirements

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#### Step 4 Payment Of Tuition/Miscellaneous

Payment of first installment of tuition and miscellaneous fees (books, uniforms etc...). The first installment of tuition is due till the first day of class.

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For further queries and details, please contact the Admissions Office at: [admissions@iesaci.com](mailto:admissions@iesaci.com).