

Enrolment Form

1. Student Details

Title(Mr/Ms/Mrs)	Surname	First name
Other name(s)		
Date of birth (dd/mm/yy)	Gender M ☐ F ☐	
Country of birth	Passport number	
Nationality (as indicated on passport)		
Home address		
phone number	Email address	
Parents's address (if different from above)		
parents's number		

2. Course Preference

If you are applying to study at foundation level, please complete Section A, B and C.

Section A. Undergraduate pathways (Foundation Programme)

I am applying for admission in September 2020 ☐

IFY Business / Humanities

Choose three(3) out of the four*

*Business Studies ☐

*Economics ☐

*Mathematics (for business) ☐

*Society and Politics ☐

NCUK IFY Engineering / Science* (Coming September 2026)

IYOne Business Management* (Coming September 2026)

Students will be able to enter the IFY Qualification with:

i. WASSCE

Successful completion of West African Senior School Certificate with grades of C6 or better in at least five modules including English and Maths.

ii. IGCSE and IB

Students who have IGCSE 5A-C grades including maths and English or IB minimum of 22 are eligible.

Visit our website www.ncukaccra.com for further information about Entry Requirement.

Section B. English Language Qualification

If your first language is not English, provide details of your proficiency in English (please add any qualifications of English — IELTS, TOEFL etc.)

EXAM TITLE	EXAMING BODY
RESULT	DATE OF EXAM TAKEN AND WHERE

Section C. List your English Language qualifications

3. Education

Provide details of all secondary/polytechnic/tertiary studies undertaken.

Application will only be assessed if accompanied by certified copies of academic transcripts for all courses undertaken to date.

Institution, City	Qualification	Grades	Year started e.g. 2010	Year completed e.g. 2014

Are you currently studying? No ☐ Yes ☐ If yes, provide details below.

Name of course/award		
Institution	Country	Date result expected

4. Work Experience

Please list details of any work experience you have. Also include national service details if appropriate:

Employer	Position held
Period of employment	to

Employer	Position held
Period of employment	to

5. Medical / Disability / Special needs

If you have a disability which means that you require additional help at NCUK Accra, it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the college.

Type of Disability: Vision ☐ Hearing ☐ Mobility ☐ Impairment ☐
Learning ☐ Psychiatric ☐ Others ☐

Please provide a brief statement about what your needs will be.

6. How did you hear about us?

- | | |
|---|--|
| ☐ Radio – Please specify: | ☐ Exhibition/Fair |
| ☐ Newspaper/Magazine: | ☐ University Representative |
| ☐ An email from us | ☐ TV |
| ☐ Agent – Please specify: | ☐ Social Media (Facebook, Twitter, Instagram) – Please specify: |
| ☐ Internet – please specify:..... | ☐ Billboard – Please specify location: |
| ☐ Referral – Please specify: | ☐ Flyer – Please specify where you picked the flyer: |

7. Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail.

I authorize NCUK Accra to obtain further information about me from educational and other institutions which I have attended.

I acknowledge that NCUK Accra reserves the right at any stage to vary or reverse any decision regarding admission or enrollment made on the basis of incorrect or incomplete information.

I understand that my application will only be assessed when it is complete in every detail and includes all required documentation as stated on this application form.

I am aware of the conditions relating to my application and admission, and agree to pay all fees for which I am liable.

I understand and agree that NCUK Accra has the right to communicate the details of academic performance, attendance or behavior related incidents, to my parents or legal guardian.

Signature	Date
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The details you provided to NCUK Accra on this form will be stored by us, and used to process your application and provision of service to you if your application is successful. It will not be used for any other purpose, unless you provide consent, or it is otherwise in accordance with British privacy laws. To learn more about how NCUK Accra protects your privacy, please visit: www.ghpcghana.com

8. Non-citizenship ID and Residence permit

All non-Ghanaian citizen students are required by law to obtain a Non-citizenship ID and a resident's permit if they are to study in Ghana. For more information, please visit www.ghanaimmigration.org/student_visa.htm. The school can assist prospective students with this requirement. An additional \$200.00 should be paid if this service is required from the school.

Please tick

Yes, I want the college to assist ☐

No, I will process it on my own ☐

9. Health Insurance

Do you need insurance cover? (Ghanaian citizens)

Yes ☐ No ☐

10. Accommodation

Do you need accommodation?

Yes ☐ No ☐

All non-Ghanaian application must carry health insurance.

Please discuss with our admission staff.

11. Undertaking of Financial Responsibility

This is to confirm that I,
in my legal capacity as parent/guardian of my ward:

applying to study at NCUK Accra, hereby commit, confirm and undertake to accept full financial responsibility for my ward during the period of his/her studies at NCUK Accra.

I affirm that all tuition, accommodation, medical or other legitimate expenses incurred by my ward during the course of study will borne by me.

Signed	on	of	20
Relationship		Moble Number	

Email address
Address

12. Funding

How will your studies and maintenance be financed?

- ☐ PERSONAL/FAMILY RESOURCES
- ☐ SCHOLARSHIP
- ☐ COMPANY SPONSORSHIP
- ☐ OTHERS:

13. Checklist

Before sending the application, please check that you have:

- ☐ Completed form in full including your email and telephone number and checked for accuracy
- ☐ Enclosed full transcripts of all your relevant qualifications, translation into English.
- ☐ Enclosed a certificate for a Secure English Language Test such as IELTS, TOEFL iBT or Pearson Test of English or Pre-Arrival English Test.
- ☐ Enclosed a copy of relevant pages of your international passport.

Have you applied to NCUK Accra before? Yes ☐ No ☐

Have you studied at NCUK Accra before? Yes ☐ No ☐

Admissions Officers's Comment

Date Of Receiving Application	
Payment Information — Cheque No	Draft No
Amount of Cheque Or Draft	

Applicant's Admission Reference No: NCUK /

Status of Application

Unconditional Admission Offered? Yes ☐ No ☐

Conditional Admission Offered? Yes ☐ No ☐

If No, state what other information is needed in order to offer the application timely:

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Name of Admission's Officer		
Position		
Signature	Date	Time

Admission verified by Programs/Course Director

Name of Admission's Officer		
Position		
Signature	Date	Time

Terms and Conditions

- Enrolling for a course at NCUK Accra constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
- Student unable to join their course by the scheduled date must inform the college in writing at least 30 days prior to commencement date of their course. Any applications for deferment of the commencement date, which are not received within the specified time, will only be accepted at colleges' discretion.
- Unless otherwise stated, fees for the course(s) as quoted are for tuition only.

- The tuition fees are payable in full for each semester before students start their studies (request more information for student services).
- If you withdraw within four week of the course's advertised enrolment date, you will not be liable to payable any fees. If you decide to withdraw within two to four weeks, you will be liable for 50% of the total tuition fees for the academic course. Any fees paid in excess of this amount will be refunded. Once you have completed semester one of the course no refund will be made.
- Tuition fees or deposit paid are only refundable 30 days before start of the course (please ask for more information).
- All details in the prospectus and accompanying documents are correct at the time of printing. Global Heritage Professional College reserves the right to make changes to the structure and content of courses, including cancellation if deemed necessary.
- If these application forms are signed on behalf of the student by his/her guardian, sponsor or representative, these conditions still apply.
- The Principal reserve the right to require a student to leave the college at any stage if the students does not fulfil the above requirement, If the student's continual presence would, in the opinion of the principal, be detrimental to the well-being of the college staff, other students generally or if a student does not meet his/her financial obligations.

Please make all payment to the account below

Name of Account: **NCUK ACCRA LIMITED**
 Currency: **Pounds (£)**
 Account Number: **3441002201571**
 Bank: **Ecobank**
 Branch: **Okponglo**
 Swift Code: **ECOCGHAC**

Name of Account: **NCUK ACCRA LIMITED**
 Currency: **US Dollar (\$)**
 Account Number: **3441002201570**
 Bank: **Ecobank**
 Branch: **Okponglo**
 Swift Code: **ECOCGHAC**

All domestic students can use either the dollar or cedi's account details below;

Name of Account: **NCUK ACCRA LIMITED**
 Currency: **Cedis (¢)**
 Account Number: **1441002297535**
 Bank: **Ecobank**
 Branch: **Okponglo**
 Swift Code: **ECOCGHAC**