

ADMISSION FORM

ANNEX

0	1	1
---	---	---

AFFIX PICTURE
HERE

NB: Details marked with * are obligatory

THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK.

Put [v] in the relevant box

PERSONAL DETAIL

*First name(s)

* Last name

Other Names(s)

***GENDER**

Male Female

*** MARITAL STATUS**

Single Married Divorced

*Date of birth ^D^D ^M^M ^Y^Y ^Y^Y

Place of birth

*Contact Address

EDUCATIONAL BACKGROUND

*School(s) attended	Date	Certificate Awarded

PROFESSIONAL TRAINING IN FASHION

School/Place of Training	Date	Certificate Awarded

Occupation (If any)

.....

Place of work

.....

Location

Work shift or Working hours

*Phone number:

*Please indicate how you got to know about Angilo Institute

.....

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that the withholding of or provision of incorrect information may result in the cancellation of my registration. I declare that I have read and understood all sections of the form.

Signature:

Date:

***SPONSOR OR REFERENCE DECLARATION**

1. Referee or Sponsor's Full Name

Contact Address

Occupation

Phone Number

I declare that the particulars given above are true, correct and complete and that in case of any falsity I should be held responsible

Signature

Date:

2. Referee or Sponsor's Full Name:

Contact Address:

Occupation: Phone Number

I declare that the particulars given above are true, correct and complete and that in case of any falsity I should be held responsible

Signature Date:

PROGRAM MODULE

1. ADVANCED CERTIFICATE PROGRAM (GHANA EDUCATION SERVICE – GES ACCREDITATION)	
SUBJECTS	DURATION
Dress Designing	1 YEAR, SIX MONTHS (3 SEMESTERS)
Pattern drafting(Adaptation, Alterations and Grading)	
Textiles	
Millinery and Dress Accessories	
I.T. and Digital Marketing(Social Media)	
Draping	
Entrepreneurship	
Garment Construction	
*Preparation for GES Final Examination	

2.CERTIFICATE IN FASHION DESIGN	
SUBJECTS	DURATION
Pattern drafting	1 YEAR (2 SEMESTERS)
Illustration	
I.T. and Digital Marketing(Social Media)	
Millinery	
Garment Construction	

3. SHORT COURSE PROGRAM	
SUBJECTS	DURATION
Dress Making *Dresses *Skirts and Tops *Slit and Kaba	4 Months (Intensive)
Tailoring *Shirts *Trousers and Shorts	4 Months (Intensive)
Gowns *Wedding Gowns *Evening Wears	4 Months (Intensive)
Suits *Suits (Lady's & Men's) *Political Suits *Vests	4 Months (Intensive)
I.T. and Digital Marketing (Social Media)	3 Months
Pattern Drafting	3 Months
Millinery and Bead Making	4 Months
Floral Arrangement	One Month
Decoration	3 Months
Make up	2 Month
Caftan	3 Months
CAD (Computer Aided Design) *Photoshop *E-Drawing *Adobe Illustrator	3 Months

Note: Morning, Afternoon, Evening & Weekend sessions available.

Please indicate the campus of your choice by mark:

Tema Community 3

Tema Golf City

ADDITIONAL INFORMATION

- Admission Fees:** Admission fee is GHC250.00 for.
- All fees must be paid in full for every Semester into **Angilo Institute** Account at GCB Bank, Account Number: **1701130002525** and the Bank Deposit Slip should be submitted to the Accounts Office at Angilo Institute for a receipt. Students will only be allowed to attend lectures for the Semester after they have paid their fees in full. Please note that fees paid are not refundable.
- Examination**
Examinations are organized at the end of each Semester and are compulsory
- For short courses, at least half of the fees must be paid before commencement of classes.

5. Graduation

The institution organizes Graduation ceremony for students on completion of their course of study.

Graduation is compulsory for all students.

Students will be made to pay graduation fees in installment (each Semester).

On completion of the course, when the actual graduation fee is determined, the balance will be communicated to students and parents/guardians.

6. Responsibilities of Students

- **Attendance**

Students are to attend classes regularly in accordance with the time tables provided. If a student absents him/herself from school three times without permission, he/she will be suspended. The Principal and lecturer should be notified explaining the circumstances. If a student is absent for more than one week due to illness, a medical report must be produced.

- **Punctuality**

Always be punctual to school. Persistent latecomers are likely to be suspended.

- **Care of property**

Respect the school property. All properties of the organization should be handled with care.

Sewing machines must be cleaned and covered after use. All plugs should be switched off after work. Fans and lights must be switched off by the last person to leave a particular room or area.

Every Lecture room should be kept clean throughout the day.

Note: Any student who causes damage to any property will be made to pay for it.

-

- **Discipline**

1. Eating and drinking in class is not allowed
2. Use of mobile phone
Turn off mobile phone or keep it on silence mode during lecture hours.
Mobile phones disturb you as well as others and take your attention off your studies
3. Respect for self and others
Everyone deserves to be treated with respect, therefore treat everyone with respect and cooperate with others. Also be considerate of the rights of fellow students and staff. Discrimination of any form is not tolerated.
4. Health
Each student is advised to register and have a National Health Insurance card to cater for his/her health needs.
5. Social activities in school are compulsory

CODE OF DISCIPLINE

OFFENCE	SANCTION
Reporting Late for school	1 st Offence – verbal warning 2 nd Offence – written warning 3 rd Offence – suspension
Truancy (absenting oneself from school)	1 st Offence – warning 2 nd Offence – Meeting with parents or guardian 3 rd Offence – suspension
Improper Dressing	1 st Offence – verbal warning 2 nd Offence – written warning 3 rd Offence – suspension
Disrespect toward Management and staff	1 st Offence – warning 2 nd Offence – suspension 3 rd Offence - Dismissal
Destroying school property	1 st Offence – Pay for cost of repair or replacement 2 nd Offence - Pay for cost of repair or replacement and suspension
Exchanging harsh words with staff	1 st Offence –Letter of apology to staff and suspension 2 nd Offence – Dismissal
Fighting	1 st Offence – warning 2 nd Offence – meeting with parent or guardian 3 rd Offence – suspension
Assault of fellow student	1 st Offence – warning 2 nd Offence - suspension 3 rd Offence – Dismissal
Assault of staff member	1 st Offence – warning 2 nd Offence - suspension 3 rd Offence – Dismissal
Stealing	1 st Offence – warning 2 nd Offence - suspension 3 rd Offence – Dismissal
Loitering (Moving around town during lecture time)	1 st Offence – warning 2 nd Offence – counseling 3 rd Offence – suspension
Eating in the lecture room	1 st Offence – warning 2 nd Offence – Cleaning lecture room for a number of days to be determined by management 3 rd Offence – suspension
Sexual misconduct	1 st Offence – Dismissal
Refusal to write examinations	1 st Offence – Grade F & suspension 2 nd Offence - prevention from writing any external examination
Examination Malpractices	1 st Offence – cancellation of paper 2 nd Offence – prevention from writing any external examination

DECLARATION

*I have read the above information and agree to comply with all rules and regulations.

Signature

Date:

Official use only

Course Fee

Course Duration

Date of Commencement

Date of Completion

D D M M Y Y Y Y

D D M M Y Y Y Y

Approved by:

Position:

Date:

.....
Sign

.....
Official Stamp

Remarks

IF FOUND PLEASE CONTACT
ANGILO INSTITUTE

Location

Adjacent Pyvot Gym, Community 3 Site "A" Tema, Ghana

Contact

0244234250/0553141993/0208812675