



## **BEEHIVE SCHOOL**

### **ADMISSIONS POLICY:**

**Admission fees.** The non - refundable admission fee is paid only when a new student gains admission to the school, or when a student has been away from the school for more than one academic year and no tuition fees were paid during that time. All new students **MUST** have their admission and first term/semester's fees paid before enrollment.

**Tuition fees:** These fees are paid three times per year as there are 3 terms in an academic year.

**Extended absences:** Where students will be absent for a full term/semester or up to a full academic year, fees must be paid in full for the period of absence if the parent wishes to keep that child's place at Beehive School. Otherwise, the student will be considered as a new entrant and admitted when a vacancy occurs. In such a case, the admission fee will also be required in addition to the tuition fee. Spots cannot be held for periods of over one year.

**Withdrawals:** The school requires three months' written notice for withdrawals. If no such notice is provided, a term/semester's fee must be paid in lieu thereof. An exception to this rule may be made at the discretion of the Head of School if withdrawal is due to an unforeseen transfer of parents. In any case, written notice must be given as soon as plans are known.

**Refunds:** All fees are non-refundable in the event a student is expelled, or in any other circumstance.

**Fee increases:** The Board reserves the right to raise the fees during the school year.

**Enrollment:** Enrollment is for the full academic year. The signed Enrollment contract should be handed to the Admissions office. These signed documents will signify your child's formal admission to Beehive School.

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**LOCATION: Off the Adenta Aviation road or alternatively on the Ashaley  
Bowte road off "Peace Be" junction.**

**PHONE: +233 302 553 105 / +233 302 915 203 / +233 266 010 469**

**EMAIL: [info@beehiveschool.com](mailto:info@beehiveschool.com)**

**WESITE: [beehiveschool.edu.gh](http://beehiveschool.edu.gh)**



## **BEEHIVE SCHOOL**

### **Admissions Process**

1. Complete Initial Admission enquiry form
2. Purchase registration package
3. Complete and return application forms and supporting documentation to the Admissions office (within 2 weeks, if possible)
4. Schedule placement test date for your child (you will be contacted by Admissions within two weeks to schedule a follow-up meeting)
5. Student interview with Admissions (where applicable)
6. Parent/Guardian interview with Head of School
7. Parent/Guardian informed about admission decision by letter – bill with all related fees and enrollment contract also included
8. Return enrollment contract and pay admission, tuition and related fees by deadline date

Note: Admission and tuition fees for the first term/semester must be paid in full before the child can start school.

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