



Ricks Institute Virginia, Liberia

Admission Information for Academic 2015/2016

PRE-REQUISITE FOR ENROLLMENT

To enroll at Ricks Institute for academic 2015/2016, the following conditions must be met:

- Be at least thirteen (13) years old or in fourth (4th) grade and above. Admission is not allowed for grades 11 and 12.
- Take a placement test to determine appropriate grade level.
- Complete and return an application form with a transcript and two (2) letters of recommendation (one from your English, Math or Science teacher from the last school attended, and one from a community leader/servant).
- Fulfill all registration fees and requirements.
- Fulfill Ricks medical requirements

GRADE AND AGE REQUIREMENTS

Ricks Institute runs from K-12. To be admitted in the boarding school program, a student must be 13 and/or in the 4th grade. **New students are not accepted in the 11 and 12 grades.**

TESTING

New students from grades 1-10 sit a placement test to be assigned in proper classes. The test is administered in Math and English. Students in K4 and K5 are assessed orally.

ADMISSION

Application Process: Ricks Institute welcomes applications from students of any tribe/ethnic origin, race, creed or color. The admission process begins in July for enrollment in the following academic year.

INFORMATION FOR PLACEMENT FOR ACADEMIC YEAR 2015/2016

Placement exams for the academic year 2015/2016 follow this schedule:

Category	Date	Time
First Placement Test	Saturday, August 29, 2015	8:30am
Second Placement Test	Saturday, September 12, 2015	8:30am
Third Placement Test	TBD	8:30am



NEW STUDENT PACKET

- Welcome Letter From CAO/Principal
- Ricks Institute Payment Schedule 2015/16
- Application Form
- Ricks Institute Personal Confidential Recommendation
- Teacher Recommendation
- Re-enrollment Contract
- Student Handbook
- **Residential Program (Boarding Students Only)**

After Placement Test Checklist:

- ✓ Check Ricks Institute for results and interview date

At Interview:

- ✓ All completed forms in manila folder
- ✓ 2 passport size pictures
- ✓ Copy of transcript or report card
- ✓ Medical to be done at Ricks Institute

Registration

If you are accepted after the interview, as soon as possible you should register and pay the first quarter of your total fees. **No class space will be guaranteed if the student does not complete the registration process on time.** In the past, Ricks had to place students on a waiting list, so it is important to complete the registration process as soon as possible.

Tuition and fees are paid at United Bank of Africa UBA in account #**5302011000033**. Payment is done on a quarterly basis.

Students seeking admission from abroad should contact the school at admissions@ricksonline.org