

# *Ricks Institute*

## Enrollment Requirement

### Admission Information for Academic 2017/2018

#### PRE-REQUISITE FOR BOTH LIBERIA AND INTERNATIONAL STUDENT ADMISSION

To enroll at Ricks Institute for academic 2017/2018, the following conditions must be met:

- Be at least thirteen (13) years old or in fourth (4<sup>th</sup>) grade and above. Admission is not allowed for grades **11 and 12** under **no condition**.
- 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 ARE HIGHLY PRIORITZE

Ricks Institute runs from K-12. To be admitted in the boarding school program, a student must be 13 and/or in the 4<sup>th</sup> 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 2017/2018

Placement exams for the academic year 2017/2018 schedule:

Category	Date	Time
First Placement Test	Saturday, July 1, 2017	8:00am
Second Placement Test	Saturday, July 15, 2017	8:30am
Third Placement Test	Saturday, July 29, 2017	8:30am

### NEW STUDENT PACKET

- ✓ Welcome Letter Form CAO/Principal
- ✓ Ricks Institute Payment Schedule 2017/18
- ✓ Application Form
- ✓ Ricks Institute Personal Confidential Recommendation
- ✓ Teacher Recommendation
- ✓ Re-enrollment Contract
- ✓ Student Handbook
- ✓ Residential Program (Boarding Students Only)

**After Placement Test Checklist, revisit our campus for results and schedule of interview dates**

#### ***What to present before sitting for our interview:***

- ✓ *All completed application forms in manila folder*
- ✓ *Two (2) passport size photos*
- ✓ *A copy of applicant official transcript or report card from previous school*
- ✓ *Ready to undergo medication screening at our campus clinic*

#### **When to begin Registration?**

If you are accepted after the interview process, immediately begin your registration process by paying the first quarter of your total fees prescribed in our tuition and fees catalog. Remember, we may have students/applicants on waiting list therefore, no class space will be guaranteed if he/she does not complete the full registration process on time, after being admitted!

Remember, our tuition and fees are being paid at the following **BANKS/** prescribed in the **Ricks Institute Payment Schedule for 2017/2018:** **ECOBANK/GN-BANK** and **UBA** respectively.

All students seeking admission from abroad should contact the school admission office at [admissions@ricksonline.org](mailto:admissions@ricksonline.org) or visit our school website at [www.ricksonline.org](http://www.ricksonline.org) and browse through our online information under admission to **APPLY** to Ricks Institute.