



Leading the way in Quality Education in Liberia

Office of the Principal/ Chief Administrative Office

July 1, 2017

Welcome!

Choosing the best possible school is an important process.

We are so pleased that you have decided to consider Ricks Institute for your son or daughter. At Ricks Institute, we expect the best from our students. Our school stands on two major footings, namely, academic and discipline. We strive for academic excellence and at the same time demand that our students remain discipline. We believe that without discipline, it is nearly impossible to become successful and significant in this life. Our students are reminded each day that accountability can create independence and confidence.

We invite you to take some time and review our admission information and browse through our website. Please experience our scenic campus environment, the energy of students participating in all areas of campus life and the students' satisfaction from being a part of something bigger than themselves. You will begin to discover why we believe Ricks Institute is a school where we teach our student the core value of service first to others.

The first step in becoming part of this special community is to fill out our application form and submit your completed applications to the admission office. You will sit a placement exam. Once you are successful, you will be invited to sit an interview with your parents/ guardians.

Thank you again for your interest in the educational offerings at Ricks Institute.

Sincerely,

Olu Q. Menjay, PhD.

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 (4th) 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 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 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 or visit our school website at www.ricksonline.org and browse through our online information under admission to **APPLY** to Ricks Institute.

Ricks Institute Payment Schedule for 2017/2018 Academic Year

Tuition per Semester (All fees are expressed in USD)

CLASS	REGISTRATION	ACTIVITY FEES	MEDICAL FEES	BOARDING FEES	TUITION	DAY	BOARDING FEES
K-4 – 3rd	\$75.00	\$75.00	\$30.00	\$850.00	\$160.00	\$340.00	\$1,190.00
4 th – 6 th	\$75.00	\$75.00	\$30.00	\$850.00	\$190.00	\$370.00	\$1,220.00
7 th – 8 th	\$75.00	\$75.00	\$30.00	\$850.00	\$285.00	\$465.00	\$1,315.00
9 th Grade	\$75.00	\$75.00	\$30.00	\$850.00	\$295.00	\$475.00	\$1,325.00
10 th – 11 th	\$75.00	\$75.00	\$30.00	\$850.00	\$300.00	\$480.00	\$1,330.00
12 th Grade	\$75.00	\$75.00	\$30.00	\$850.00	\$440.00	\$620.00	\$1,470.00

Please note: The above FEES are per semester. Ricks Institute Operates on two Semesters.

We encourage you to make your payment in full. However, if you choose to pay in installments, please follow the schedule below:

Fees are divided into FOUR Quarters for Annual Payment (Apply to DAY students only)

Deadlines	October 31, 2017	January 31, 2018	March 31, 2018	May 31, 2018
Classes	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
K-4 – 3rd	\$170.00	\$170.00	\$170.00	\$170.00
4 th – 6 th	\$185.00	\$185.00	\$185.00	\$185.00
7 th – 8 th	\$233.00	\$233.00	\$232.00	\$232.00
9 th Grade	\$234.00	\$234.00	\$233.00	\$233.00
10 th – 11 th	\$240.00	\$240.00	\$240.00	\$240.00
12 th Grade	\$310.00	\$310.00	\$310.00	\$310.00

Fees Divided into FOUR Quarters for Annual Payment (Apply to BOARDING students only)

Deadlines	October 31, 2017	January 31, 2018	March 31, 2018	May 31, 2018
Classes	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
K-4 – 3rd	\$595.00	\$595.00	\$595.00	\$595.00
4 th – 6 th	\$610.00	\$610.00	\$610.00	\$610.00
7 th – 8 th	\$658.00	\$658.00	\$657.00	\$657.00
9 th Grade	\$663.00	\$663.00	\$662.00	\$662.00
10 th – 11 th	\$665.00	\$665.00	\$665.00	\$665.00
12 th Grade	\$735.00	\$735.00	\$735.00	\$735.00

All payments should be made in USD, to Ricks Institute Account Number (s):

GN- BANK # 0511205029701

UBA #53020116000033

ECO-BANK # 0061014700150801

For more information please visit our website at www.ricksonline.org

Note: All 9th and 12th graders will be responsible to pay their WAEC fees as scheduled by WAEC to the Ricks Business office on cell number: + (231) 7741527096

Ricks Institute

Payment Schedule for 2017/18

P. O. Box 114, Virginia, Liberia, www.ricksonline.org

Mobile: + (231) 770561809 OR + (231) 886419860

Tuition Policy for Parents & Guardians

Ricks institute school fees are paid in US dollars. We encourage parents and guardians to make payment in full. School fees are paid per quarter and the academic year consists of four quarters. All school fees should be paid on or before the deadline indicated on the payment schedule. Each quarter payment should be cleared before students are allowed in class for the next quarter. Each student will be issued a clearance signed by the business office and the Asst. Principal before they can enter class.

Students should always carry their clearance and show it to teachers and administrators when asked. If a student does not have his/ her clearance he/ she will be asked to leave the class until the clearance can be shown.

Any alterations on the clearance issued by the business office by a student will lead to their suspension.

There will be absolutely no makeup for students who are absent from class because school fees were not paid.

Upon payment of fees, all parents and students should get a paid stamp receipt indicating their annual fees, amount paid and balance if any.

Multi-Child Discount Plan

The multi-child discount begins with the third child of a family enrolled at Ricks Institute for the academic year.

Boarding Students

The third discount is \$300, the fourth child is \$500 and the fifth child is \$700 annually. The third child is \$150 per semester, fourth child \$250 per semester and fifth child \$350 per semester.

Day Students

The multi-child discount for the third child is \$200, the fourth child is \$400 and the fifth child is \$100 per semester, fourth child \$200 and the fifth child \$250 per semester.

Multi-Child discount is not offered to family who already benefit from other tuition assistance programs or scholarships offered at Ricks Institute.

All students' fees should be paid at **the prescribed BANKS** or at the Ricks Institute Business office. Parents/ Guardians must inform Rick's administration in writing in the event a student has to withdraw from Ricks Institute.

For more information please check our website at www.ricksonline.org



Ricks Institute

Admission Form

P. O. Box 114, Virginia, Liberia, www.ricksonline.org
Mobile: + (231) 770561809 OR + (231) 886621064



Application Form

(To be filled out by the candidate; please write/print clearly)

Student Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: _____
Month Date Year

Place of Birth: _____
County Country/State City/Town

Applying for what Grade Level? _____

Home Address: _____

Call Phone (s): + (231) _____ + (231) _____

Email: _____

Present School Name: _____

Present School Address: _____
County City/State Call Phone

Name of your Principal: _____
(First Name) (Middle Name) (Last Name)

Why do you want to attend Ricks and what do you hope to accomplish here?

What kind of activities would you participate in at Ricks? _____

In what academic area (s) would you like to improve? _____

In what academic area (s) do you excel? _____

Where do you see yourself having the most impact at Ricks and why? _____

Sports participation and experience (if applicable, indicate team position or event, team level and experience, awards): _____

What are your extra-curricular activities, hobbies and special interests?

What unique experiences or qualities would you bring to the Ricks community? _____

What other extra activities are you involved with? _____

Other children in family attending Ricks:

Name _____ Grade _____ Sex _____

Name _____ Grade _____ Sex _____

Name _____ Grade _____ Sex _____

Have any family members attended Ricks? If yes, please give their names, relationship and years of attendance.

Name _____ Relationship _____ Year of Attendance _____

Name _____ Relationship _____ Year of Attendance _____

Name _____ Relationship _____ Year of Attendance _____

Name _____ Relationship _____ Year of Attendance _____

Name _____ Relationship _____ Year of Attendance _____

How did you learn about Ricks? _____

To Be Filled Out By The Candidate's Parents

Father's Name _____
(First Name) (Middle Name) (Last Name)

Home Address: _____

Call Phone: _____ Email: _____

Occupation: _____

What do you believe your son or daughter will contribute to this community?

What would you like to see your child participate in at Ricks? _____

What are your expectation of Ricks? _____

What are your child's personal strengths?

What are your child's personal weaknesses?

What are your child's academic strengths? _____

What are your child's academic weaknesses? _____

Has the candidate ever had any psychological or educational testing and evaluation? If yes, please describe. _____

Is there anything else that is important for us to know about your child to help us best meet his or her needs?

Has the child ever been dismissed or withdrawn from school for any illness, misconduct,
academic failure or the use of drugs? YES NO yes, please explain _____

For Parents Of Boarding Students Only

Why are you considering boarding school for your child/children? _____

How do you think your child will adapt to the challenges of living away from home? _____



Ricks Institute

Re-Enrollment Contract

P. O. Box 114, Virginia, Liberia, www.ricksonline.org
Mobile: + (231) 770561809 OR + (231) 886621064

(RE) ENROLLMENT CONTRACT/AGREEMENT 2017/2018 (Please fill out one per student and returned at Ricks' Business office)

Student: _____
(First Name) (Middle Name) (Last Name)
Date of Birth: Month _____ Date _____ Year _____ Class _____

The undersigned hereby contract to (re) enroll the above student at the Ricks Institute (Ricks') for the 2017/2018 school year. Acceptance for enrollment/ Re-enrollment is at the discretion of Ricks Institute's administration. I/We have read, understood, and agreed to the following terms and conditions:

PAYMENT OF TUITION, FEES: (I/we) agree that (I/We) are obligated for payment of tuition and fees for the entire duration of enrolment in academic 2017/2018 regardless of whether (my/our) (child/ward) is withdrawn or dismissed from the school before the end of a school year, subject to the schedule set forth below. (I/we) agree that (my/our) (child/ward) will not be allowed to attend classes if (my/our) children returned prior to release of official record, credits, and/or final report sheets. All withdraws should be communicated in writing to the School.

RICKS' acceptance of this contract is conditioned on full payment of the prior year's financial obligations to RICKS through the Tuition Installment Plan. While there are prior commitments to the official beginning of classes each semester, student(s) are required to pay no less than the required amount indicated on the payment schedule by the required date stipulated on the schedule. All payment should be made to the GN bank (**Account number 0511205029701**). The annual tuition has been divided into 4 equal quarters to assist in easy payment.

In recognition of the fact that the school has limited number of seats to offer in each class, (I/we) understand (my/our) obligation to pay tuition for the full academic year unconditional and no portion of such fees, paid or outstanding, will be refunded or canceled. Thus, no refund of tuition and/or any fees will be made in the case of termination of enrollment. The school will not accept credit from one student account to be transferred to another student's tuition / fees. I further understand that in the case of withdrawal, or dismissal of my/our child from Ricks, any and all the tuition and fees are forfeited.

UNIFORM: I hereby agree that my/our child will follow the approved uniform code ascribed for each activity at Ricks. I agree that all school uniforms will be purchased from the school. Athletic equipment, library books, and all school properties must be account for.

PUBLICITY RELEASE: We hereby irrevocably authorize Ricks, its successors and assigns, and those acting with its permission and upon its authority, to photograph or videotape my/our child (or talent by my/our child) for advertising, publicity or any other lawful purpose for Ricks. We will receive no compensation for such use and we hereby release Ricks, its successor and assigns, and those acting with its permission and on its authority, for any liability, responsibility or claim that might arise by reason of any exercise of



the authority granted above. If we do not consent to such use, we will notify Ricks' administration in writing seven (7) days of my/our child's enrollment.

CELL-PHONE AND USAGE

At Ricks Institute, students are not allowed to bring or use cellphones on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using Telecommunication **SIM-CARDS** such as: Tablets with (SIM slogs) and all mobile phones. Our students are only allow to use laptop-computers and tablets that are **SIM** free. A student can be given punishment, suspension or expulsion base on administrative ruling.

EMERGENCY SITUATIONS: In the event of any sickness, or accident or other emergency situation involving the student at a time/place that is impractical for Ricks to contact the parent /guardian or for the parent/guardian to be present, the undersigned authorizes Ricks to temporarily act in *loco parentis* (in place of the parent) to approve or provide whatever immediate care, assistance, management or services the student may require. The undersigned agree to pay for any and or all expenses incurred in providing for such needs of the student. In case of an emergency and in the event that the parent cannot be contacted, the parent hereby grants permission for the student's records to be released and for necessary medical treatment to be administered.

WAIVER OF LIABILITY: It is expressly agreed that the participation by our child in any activity of RICKS, including, but not limited to class, recess, physical education, dining, sport, school- sponsored trips away from campus and any other school-related activity or extracurricular activity ,and the use of any school facility or property, shall be undertaken at my /our child's own risk .RICKS, its servants, agents and employees, shall not to be liable for any claims, demands, injuries, damages, actions or causes of actions whatsoever to us or our child property or our child's property arising out of ,or connected with our child being at RICKS. I/we do hereby expressly, forever release and discharge RICKS, Its agents employees and management from all such claims, demands, injuries, damages, actions or causes of action and from all acts of active or passive or negligence on the past of Ricks, its agents missing on the entire campus. While the institution will seek all measure to attend to missing (s) items, Ricks is not LIABILE for any missing items from a student.

The parents shall Ricks for any damage to Ricks' property caused by the student beyond reasonable wear and tear as determined by Ricks in its discretion.

The school shall not be liable for any student who leaves campus unauthorized or during an official/mandatory school break such as general weekends, Easter break, semesters' break etc.

GENERAL CONDITIONS: I agree to accept, support, and consent to the policies of Ricks, agree to cooperate with the faculty and administration of Ricks, in caring for my child or children in the instructional program and management of the school, and to cooperate in having my/ our child observes the rules and regulations of the school as promulgated by the principal/chief administrative officer in writing and orally and to observe the school standards for dress, behavior, and grooming. My/Our child's continued enrollment in Ricks will be contingent upon the student's and parent's/ guardian's compliance with school's regulation. I acknowledge that Ricks has a disciplinary policy, which may subject all students, in k-12 grades, to corporal punishment and consent to its provisions. I also acknowledge that Ricks has a random drug and pregnancy testing policy, which may subject my/our child or children to drug and or pregnancy testing and consent to its provisions.



Students are re-enrolled on an annual basis subject to an evaluation of their academic achievement, conduct, and influence on others. The final decision rests with the principal. A student's re-enrollment may be held for disciplinary, academic, or financial reasons. The principal will notify parents if re-enrollment is to be withheld.

Ricks Institute admits students of any tribe, race, color, religious affiliation, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and athletic and other school-administered programs. Any student guilty of bullying another student due to physical challenge, race, physical appearance, ethnicity etc. will be expelled automatically.

Specifically, I agree that the school policy is zero tolerance with my child possessing cell phone, drugs, alcohol and tobacco. I further agree to the school policy that my child shall not engage in violence. Physical aggression, sexual or physical harassment, lying, stealing, plagiarism, and cheating. Alleged students will be evaluated and violation of these policies will result in immediate expulsion from school.

All statements pertaining to my/ our child's application, both written and verbal, especially those concerning his/ her academic and disciplinary records are accurate. I understand that any misrepresentation may jeopardize his/ her continual enrollment at Ricks.

I/we agree that excessive absence (excuse and unexcused) may exclude my child/ ward from re-enrolling at Ricks.

ENTIRE AGREEMENT: This Re-enrollment contract constitutes the entire agreement between the parties and supersedes any prior agreements, understanding or communication, whether oral or written, relating to the subject matter hereof, and no modifications or amendments are valid unless in writing and signed by all parties.

As used in this Re-enrollment Contract, the words "understood", "I", "we" and "our" refer jointly and severally to the person or persons who sign below as parents or guardians of the student.
(Both parents/ guardians must sign this contract to acknowledge agreement with its contents.)

Mother's (Guardian's) please print your name

Signature

Date

Father's (Guardian's) please print your name

Signature

Date



Ricks Institute

Teacher Recommendation

P. O. Box 114, Virginia, Liberia, www.ricksonline.org
Mobile: + (231) 770561809 OR + (231) 886621064

_____ has applied to Ricks Institute and requested that we contacted you for a recommendation. Please give your evaluation in the area in which you feel qualified to do so. Any statement that you make will be held in the utmost confidence.

In what capacity do you know the applicant? _____
How long have you known the applicant? _____

Please evaluate the applicant as to:

	Excellence	Good	Average	Below Average	Poor	No Basis for Judgments
Academic Ability						
Academic Achievement						
Academic Motivation						
Willingness to follows direction						
Responsibility						
Independence in work habits						
Use of time						
Relationship with peers						
Relationship with adults						
Leadership qualities						
Emotional stability						
Self-discipline						



To answer the following questions below, please check YES or NO and explain why YES.

1. Does the applicant have any outstanding characteristics? YES NO

2. Does the applicant have characteristics that needs special attention? YES NO

3. Does the applicant have any outstanding weakness? YES NO

4. Does the applicant have any special emotional need to address? YES NO

5. Has the applicant been a discipline problem at school? YES NO

6. Are there family circumstances that affect the way the applicant behaves in school? YES

NO _____

7. Is there any special teaching technique that would help this applicant? YES NO

8. Is there any additional information we need to know to help us work successfully with this child?

YES NO _____



Thank you very much for your time filling out our application. Your information is valuable to us.

Please return this form to our Admission/Business office before the finale deadline of

application. I Mr. /Mrs./Brother/Sister _____ agreed that

the above information is true.

Signature _____ Date _____

Address _____

Phone + () _____ + () _____

2017/2018 Residential Program

PROHIBITED MATERIALS AND ACTIVITIES

Illegal Drugs and Alcohol: Students should not possess, use or make arrangement for the use of alcohol, drugs, or related paraphernalia in the dorm, at school at any school or non-school function, or at any time. These substances are illegal and interfere with the healthy environment that the dormitory provides for the students. Students who violate this policy will be expelled immediately from the school, and if necessary, the State authority will be notified.

Tobacco Products: Tobacco products are not allowed anywhere on or off campus. If this policy is violated the student will be expelled immediately.

Other specific violation of policy includes but is not limited to:

- Possession or use of weapons of any kind.
 - Symbols of hatred and tribal/ethnic prejudice
 - Viewing pornographic website (internet)
 - Physical or verbal threats or posturing
 - Violence, physical aggression, sexual or physical harassment or disruptive behavior
 - Dishonesty, lying, cheating or stealing
 - Indecent or abusive language (including movies and music)
 - Tampering with light bulbs or safety equipment
 - Leaving campus without permission
 - Possession of cell phones
 - Possession or use of electrical appliances, except for computers and radios
- Violation of any of the aforementioned may lead to corporal punishment, suspension or expulsion.

DORMITORY SUPERVISOR

The Residence Supervisor is responsible for the overall management of all aspects a student's residence, having an overview of the day-to-day functions and keeping the program as a whole on track. Discourteous behavior to the dorm supervisor may result in expulsion from the dorm/Ricks institute.

VISITATION

Parents and guardians are encouraged to visit occasionally. Visitation is monitored and controlled by the administration. Hence, a slip is provided by the Student Affairs Coordinator's office to be completed by the visitor(s) and returned for filling. Visitation is limited to parents, guardians and immediate family members (permitted by parents/guardians). Visitation is on Saturdays (1:30-3:30 pm) and Sundays (3:00pm-4:00pm).

THE HEALTH CARE CENTER/CLINIC

The Health Care Center seeks to provide the best possible medical care for students while at Ricks. Every student's health problem is addressed by the school's health care center. However, in the case of extreme emergency, appropriate referral will be made and parents/guardians will be informed immediately by the school's nurse or by the school's authority. Ricks Institute is not responsible for fees/charges provided outside the school.

ON AND OFF CAMPUS PASSES

Movements around camps are closely monitored by the school authority. A visit to any faculty home is strictly prohibited. Resident students leaving campus to attend a program perform an errand for the school or see their parents are issued an appropriate off-campus pass. Off-campus passes may be inspected by any of Ricks' staff at any time. Students coming to visit the library to do research or assignments before study hall time should come in their daily uniform. A resident student coming to the library for any of the reasons mentioned above is issued a pass bearing his/her name and departure time from the dorm. The pass is delivered to the librarian who accounts for the student listed on the pass and notes the departure time from the dorm for time elapse. The librarian records on the pass the arrival time and also signs in the departure time of the students when returning to the dorm. The pass is finally returned to the dorm supervisor, who takes note of event. In case of doubtful encounter with any resident student or students in or outside of campus, the concerned person may contact the administration at: **077001726/0888889285**

GENERAL WEEKEND

General weekend is a break away given once every six-week period. It is generally aimed at easing the psychological pain of homesickness. Students also use this period to replenish needed incidentals. General weekend ends on Sunday. All students are expected in the dorm between 4:30-5:30 pm. Any student who arrives after 5:30pm is in violation of the rules and will be held accountable. General weekend is not a compulsory weekend. Students staying in the dorm during this break abide by all the rules and regulations of the dorm. They are responsible for their own cooking.

DORMITORY REGULATIONS

Consideration and Privacy: Students are expected to conduct themselves in the dorm at all times with consideration and respect for other residents. In particular, the privacy of each student and of his or her possession must be honored.

CLEANLINESS; Students are expected to keep their rooms neat and tidy, with beds made and clothes put away, at all times. Rooms are inspected frequently to ensure cleanliness. Mandatory and random room inspections will be performed by the Dorm Supervisor to ensure safety and health standards. Students will be charged a fine for any room damage, room cleaning services or vandalism.

Regulations governing study hours, check-in times, electrical appliances and decorations are displayed on house bulletin boards. These must be read and followed by all students. The use of

alcohol references and pornographic materials to decorate rooms is forbidden. There should also be no loud music, no running in the residence, and no throwing of objects, no hanging out in open windows, or other impolite or unsafe behavior.

SIGN-IN/ SIGN OUT is required when leaving or returning to the dorms. Name, destination, and time must be printed clearly, on one line, and completely in English each time a student leaves or enters the dorm. On weekends (Fridays & Saturdays), students must also sign-out/in.

Damage: Damages, beyond reasonable wear and tear, in student's rooms or in the public areas of the dorm, when not attributable to individuals, will be assessed equally among the residents and charged to them. The damage must be repaired without delay. Student's rooms are inspected upon arrival and departure. Damaged or missing items not previously reported and satisfactorily explained will be charged against offending students.

RICKS INSTITUTE HANDBOOK

Every residential student is expected to have a copy of the school's handbook and to follow the guidelines of the school in it.

TIME ALLOTMENT

DORM CURFEW is 9:30 pm.

ROOM CURFEW and LIGHTS OUT are as follows:

SUNDAY – THURSDAY		
ROOM	ROOM CURFEW TIME	LIGHT OFF TIME
Under 8 grade	9:15 PM	9:30 PM
8 th Grade – 9 th Grade	10:15 pm	10:30 PM
10 th Grade – 12 th Grade	10:30 pm	10:50 PM
FRIDAY- SATURDAY		
All Rooms	10:30 PM	10:50 PM

NOTE: The above daily schedules are subject to change/adjustment

STUDY HOURS are 7:00 pm- 9:00 pm on Sunday through Thursday nights. Study hours will take place in a designated area at the school.

QUIET HOURS are 8:30 pm to 7:00 am Sunday through Thursday, and start at 10:30 pm on Friday and Saturday.

OTHERS/ASSIGNED ROOMS- Residents must not enter another resident's room without permission from that resident. No opposite sex visitors are allowed in any bedroom at any time.

Public Display of Affection (P.D.A) is not allowed on campus, at the dorms or at school events.

Vehicle:

Resident students are not allowed to board and or ride in any vehicle around campus. Parents/guardians are allowed to drive to the dormitories but not to ride students around.

VISITORS

Must be signed in and out with the dorm authority during visiting hours.

CELL-PHONE AND USAGE

At Ricks Institute, students are not allowed to bring or use cellphones on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using Telecommunication **SIM-CARDS** such as: Tablets with (SIM slogs) and all mobile phones. Our students are only allow to use laptop-computers and tablets that are **SIM** free. A student can be given punishment, suspension or expulsion base on administrative ruling.

WEEKEND OR OVERNIGHT STAYS AWAY FROM THE DORM

This must be approved by the Dorm Supervisor and the Dean of Students in consultation with the principal three days prior to date of the absence. Students should be on time no matter where they are going (school, dinner, brunch, church, or study class). Tardiness is not acceptable.

MEALS

Meals are provided for the residents of the dorm as part of their package. Breakfast, lunch and dinner will be served Monday – Sunday in the Dining Hall main door closes 20 minutes after the bell is rung and any student coming thereafter is considered late and will forfeit the meal. Also, the student will be in violation of dorm regulations.

DAILY SCHEDULE (MONDAY – FRIDAY)

5:00 – 6:00 A.M	Morning Chores
6:00 A.M	Morning Prayer
6:15 – 7:15 A.M	Breakfast
7:20 – 8:15 A.M	Flag Salute and Devotion
8:15 – 2:10 P.M	Academic Activities (Lunch)
2:10 – 3:00 P.M	Snacks
3:00 – 4:00 P.M	Siesta (Enrichment Program)
4:00 – 5:00 P.M	Electives
5:15 – 6:15 P.M	Supper
7:00 – 9:00 P.M	Compulsory Study Hall (All Dormitories)
9:15 – 9:30 P.M	Evening Prayer/Roll Call For Bed-time
10:00 P.M	Bed Time

SATURDAY SCHEDULE

SUNDAY SCHEDULE

6:00 A.M	Morning Prayer	6:00 A.M – 8:00 A.M	Prayer/Morning Chores
8:00 A.M – 8:30 A.M	Breakfast	9:00 – 10:10 A.M	Sunday Worship Service
9:00 A.M	Saturday Chores	12:00 – 1:00 P.M	Brunch

1:00 P.M – 1:30 P.M ...Visiting Hours (Lunch)	1:30 -----2:30 PM-----Siesta
3:10 P.M – 4:00 P.M ...Late Lunch	3:00-----4:00 PM-----Visiting Hours
4:10 P.M – 5:45 P.M ... Recreation	4:15 – 4:45 P.M ----- Supper
7:00 P.MSaturday Night Movie	5:00-----6:00 PM-----Reading Time/Club
10:00 P.MBed Time	7:00-----9:00 PM-----Compulsory Study Hall Time/Club
	10:00-----Bed Time

Ricks Institute

Pre-Requirement for Enrollment

P. O. Box 114, Virginia, Liberia, www.ricksonline.org
Mobile: + (231) 770561809 OR + (231) 886621064

Ricks Institute Dormitory & Uniform Requirements

Dormitory Requirements

- ✓ Bunk Bed Mattress (1)
- ✓ Pillow (S)
- ✓ Bucket
- ✓ Tub
- ✓ Coal Iron
- ✓ Washboard (optional)
- ✓ Beddings
- ✓ Chop box with lock & keys
- ✓ Toiletries and other personal items as needed

UNIFORM REQUIREMENT 2017/2018

FEMALE

UNIFORMS	PRICES
Dormitory Dress	\$35.00
Official Dress	\$35.00
P.E Uniform	\$35.00

MALE

UNIFORMS	PRICES
Dormitory Shirt	\$20.00
Neck Tie	\$15.00
Gray Pants/Trousers	\$20.00

Other Requirements

(See Prerequisites for Enrollment 2017/2018)

All uniforms are sold at Ricks Institute with the exception of white long sleeves shirts. (Prices are subject to change).